

717422-CH2

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR
Sacramento 14
May 31, 1949

FILED

in the office of the Secretary of State
of the State of California

JUN 1- 1949

At 3:10 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*
Assistant Secretary of State

IN REPLY PLEASE REFER

TO:

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

My dear Mr. Jordan:

Attached are three copies of the regulations issued by the
State Department of Social Welfare:

DEPARTMENT BULLETIN NO. 341-B (Fiscal)(Emergency Regulation)
DEPARTMENT BULLETIN NO. 360-A (Fiscal)(Emergency Regulation)

These regulations were issued by the State Department of Social
Welfare pursuant to the powers conferred upon it by the Welfare and
Institutions Code under Sections 103, 103.5, 114b, 116 and are being
filed in accordance with Section 11380 of the Government Code.

These regulations are to be effective immediately upon filing
with the Secretary of State, since this has been found necessary for
the immediate preservation of the public peace, health and safety or
general welfare and that notice and public procedure thereon are
impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams
MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

Certified as a Regulation (or as
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Wm H. Williams
(Signature)

Director
(Title)

5-31-49
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14

May 20, 1949

FILED

in the office of the Secretary of State
of the State of California

JUN 1- 1949

At 3:10 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Robert M. Jordan*
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 360-A (Fiscal)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Revision of Affidavits -
Monthly Claims for Reimburse-
ment, BHA and BHC

Revised Aged and Children's Affidavits, Forms BHA 80 and BHC 80, (three months' supply) are being forwarded concurrently, in a separate mailing, to accredited agencies.

The new form is essentially the same as the old one, the only difference being the provisions made for additional columns for prior months and for a total column for prior months. An additional line has also been added (line 2) for supplemental licenses not previously reported. On the back of the form are detailed instructions for completing it.

The new forms are to be used for Aged and Children Boarding Homes Inspection and Licensing Services for the month of May 1949 and subsequently in accordance with procedure outlined in Department Bulletin No. 360 (Fiscal).

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

Attachments

From _____ Accredited Agency
For the Month of _____, 19____ Fiscal Year
(For State Use Only)

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
	CURRENT MONTH	PRIOR MONTH 19	PRIOR MONTH 19	PRIOR MONTH 19	PRIOR MONTH 19	PRIOR MONTH 19	PRIOR MONTH 19	TOTAL PRIOR MONTHS
1. Number of valid licenses in effect on first day of month (Total from Form BH 83)	No _____	No _____	No _____	No _____	No _____	No _____	No _____	No _____
2. Number of supplemental licenses not previously reported		No _____	No _____	No _____	No _____	No _____	No _____	No _____
3. Basis for state participation (No. of valid licenses--sum of Lines 1 and 2 x \$4.00)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4. Administrative amounts claimed on Affidavits filed previously (From Form DFA 64A of claims previously filed)	\$ XXXXX	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5. Net residue available to support this claim (Line 3 minus Line 4, if Line 3 is greater; otherwise enter zero)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ XXXXX
6. Amount claimed this month (not previously reported) for Aged Boarding Home Administration (From Form DFA 64A, filed for current month)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7. Amount due from state funds (That portion of Line 6 not in excess of Line 5)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8. Total amount due from state funds (Sum of amounts Line 7 from Columns A and H)					\$ _____			

FOR STATE USE ONLY

9. State Share of Adjustments	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
10. Adjusted Amount Due from State Funds	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
11. Total Adjusted Amount Due from State Funds (Sum of Amounts Line 10)					\$ _____			

STATE OF CALIFORNIA }
COUNTY OF _____ } ss

I, _____, being duly sworn, depose and say: That I am the executive officer of the agency accredited and approved by the State Department of Social Welfare to perform inspection and licensing functions under Chapter II, Division 3 of the Welfare and Institutions Code. That I have fully complied with the law, rules and regulations governing these inspection and licensing functions. That the licensees whose names appear on the report hereto attached held valid licenses on the first day of the month for which reimbursement is hereby claimed

Subscribed and sworn to before me this _____ day of _____, 19____

Title _____

I HEREBY CERTIFY, that warrants have been issued, or expenditures otherwise incurred in settlement of the Administrative Expenses reflected in this affidavit.

Signature of County Auditor or other Fiscal Officer _____

Executive Officer of the Accredited Agency _____

Title _____

Approved by _____
Chairman, County Board of Supervisors
(or, if city, by Mayor)

FOR STATE USE ONLY

The above claim has been verified against supporting documentary evidence and subject to Field Audit is approved for payment

Date _____
Supervisor, Bureau of Claims Accounting

Claim Number _____ Date Released _____ Signature _____

INSTRUCTIONS FOR COMPLETION OF FORM BHA 80

- Line 1. The number of valid licenses for the current month (Column A) should be the same as the total number of valid licenses listed on Form BH-83. The number shown for prior months (Columns B through G) should be the actual number of licenses previously claimed for the particular months involved. The total for prior months (Column H) is the total of all amounts shown in Columns B through G.
- Line 2. In Columns B through G should be stated the number of supplemental licenses not previously reported but which are eligible for subvention. These may also include reclaimable licenses which have been disallowed on claim correction letters. These supplemental licenses must be shown on Form BH-83 as supplemental licenses and are not to be included in the total for the current month given in Column A.
- Line 3. This line for all columns is the sum of the licenses shown on lines 1 and 2 multiplied by \$4.00.
- Line 4. Columns B through G should include all amounts for administrative expense previously filed for the prior months involved. These are the original amounts reported on the administrative expense worksheets plus any supplemental amounts filed subsequently on administrative expense worksheets for the months involved.
- Line 5. On this line state the net residue for each month obtained by deducting Line 4 from Line 3. If Line 4 is equal to or greater than Line 3 for any month, the amount shown on Line 5 should be zero for that month.
- Line 6. The amount shown on this line for the current month (Column A) should be the amount reported on the administrative expense worksheet for the current month. The amounts to be entered on Line 6 for Columns B through G should be the supplemental amounts reported in the current month but applying to the various prior months involved.
- Line 7. The amount reported on this line for the various columns should be the amount shown on Line 6 but not to exceed the amount of the net residue as shown on Line 5. If there is no residue shown on Line 5 for a given month, then Line 7 will likewise be zero for that month.
- Line 8. This item is simply the total of the amount shown on Line 7, Column A, plus the total for prior months on Line 7, Column H.

The affidavit form must be properly completed and signed by the executive officer of an accredited city and approved by the Chairman of the County Board of Supervisors if the program is administered by the city or by the Mayor if the program is administered by a municipality. The affidavit is to be submitted, in duplicate, to the State Department of Social Welfare not later than the 10th of the month following the month for which claim is being filed.

AFFIDAVIT--MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING
SERVICES RENDERED UNDER SECTION 1622 OF THE WELFARE AND INSTITUTIONS CODE
BOARDING HOMES FOR CHILDRENForward two copies to
State Department of Social Welfare
Sacramento, California

From _____ Accredited Agency

For the Month of _____, 19____ Fiscal Year

	Column A	Column B	(For State Use Only) Column C	Column D	Column E	Column F	Column G	Column H
	CURRENT MONTH	PRIOR MONTH ____19____	PRIOR MONTH ____19____	PRIOR MONTH ____19____	PRIOR MONTH ____19____	PRIOR MONTH ____19____	PRIOR MONTH ____19____	TOTAL PRIOR MONTHS
1. Number of Valid Licenses in effect on first Day of Month (Total From Form BH 83)	No _____	No _____	No _____	No _____	No _____	No _____	No _____	No _____
2. Number of Supplemental Licenses not previously reported.		No _____	No _____	No _____	No _____	No _____	No _____	No _____
3. Basis For State Participation (No. of Valid Licenses-Sum of Lines 1 and 2 x \$4.00)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4. Administrative amounts reported on Affidavits filed previously (From Form DFA 64A of claims previously filed)	\$ xxxxxx	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5. Net Residue available to support this claim (Line 3 minus Line 4, if Line 3 is greater; otherwise enter zero)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ xxxxxx
6. Amount claimed this month (not previously reported) For Children's Boarding Home Administration (From Form DFA 64A, filed for current month)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7. Amount Due From State Funds (That portion of Line 6 not in excess of Line 5)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8. Total Amount Due from State Funds (Sum of amounts Line 7 from Columns A and H)				\$ _____				
FOR STATE USE ONLY								
9. State Share of Adjustments	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
10. Adjusted Amount Due From State Funds	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
11. Total Adjusted Amount Due From State Funds (Sum of Amounts Line 10)				\$ _____				

STATE OF CALIFORNIA }
COUNTY OF _____ } ss

I, _____, being duly sworn, depose and say: That I am the executive officer of the agency accredited and approved by the State Department of Social Welfare to perform inspection and licensing functions under Chapter I, Part 3, Division 2 of the Welfare and Institutions Code. That I have fully complied with the law, rules and regulations governing these inspection and licensing functions. That the licensees whose names appear on the report hereto attached held valid licenses on the first day of the month for which reimbursement is hereby claimed.

Subscribed and sworn to before me this _____ day of _____, 19____

Title _____

I HEREBY CERTIFY, that warrants have been issued, or expenditures otherwise incurred in settlement of the Administrative Expenses reflected in this affidavit.

Signature of County Auditor or other Fiscal Officer _____

Executive Officer of the Accredited Agency
Title _____Approved by _____
Chairman, County Board of Supervisors
(or, if city, by Mayor)

FOR STATE USE ONLY

The above claim has been verified against supporting documentary evidence and subject to Field Audit is approved for payment.

Date _____

Supervisor, Bureau of Claims Accounting

Claim
Number _____ Date Released _____ Signature _____

INSTRUCTIONS FOR COMPLETION OF FORM BHC

- Line 1. The number of valid licenses for the current month (Column A) should be the same as the total number of valid licenses listed on Form BH-83. The number shown for prior months (Columns B through G) should be the actual number of licenses previously claimed for the particular months involved. The total for prior months (Column H) is the total of all amounts shown in Columns B through G.
- Line 2. In Columns B through G should be stated the number of supplemental licenses not previously reported but which are eligible for subvention. These may also include reclaimable licenses which have been disallowed on claim correction letters. These supplemental licenses must be shown on Form BH-83 as supplemental licenses and are not to be included in the total for the current month given in Column A.
- Line 3. This line for all columns is the sum of the licenses shown on lines 1 and 2 multiplied by \$4.00.
- Line 4. Columns B through G should include all amounts for administrative expense previously filed for the prior months involved. These are the original amounts reported on the administrative expense worksheets plus any supplemental amounts filed subsequently on administrative expense worksheets for the months involved.
- Line 5. On this line state the net residue for each month obtained by deducting Line 4 from Line 3. If Line 4 is equal to or greater than Line 3 for any month, the amount shown on Line 5 should be zero for that month.
- Line 6. The amount shown on this line for the current month (Column A) should be the amount reported on the administrative expense worksheet for the current month. The amounts to be entered on Line 6 for Columns B through G should be the supplemental amounts reported in the current month but applying to the various prior months involved.
- Line 7. The amount reported on this line for the various columns should be the amount shown on Line 6 but not to exceed the amount of the net residue as shown on Line 5. If there is no residue shown on Line 5 for a given month, then Line 7 will likewise be zero for that month.
- Line 8. This item is simply the total of the amount shown on Line 7, Column A, plus the total for prior months on Line 7, Column H.

The affidavit form must be properly completed and signed by the executive officer of an accredited agency and approved by the Chairman of the County Board of Supervisors if the program is administered by the county or by the Mayor if the program is administered by a municipality. The affidavit is to be submitted, in duplicate, to the State Department of Social Welfare not later than the 10th of the month following the month for which claim is being filed.

Certified as a Regulation (or as
Regulations) of the

Dept of Laine Welfare
(Name of State Agency)

Myrtle Wilkerson
(Signature)

Director
(Title)

5-31-49
(Date)

MYRTLE WILLIAMS
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
May 12, 1949

W41C 103,103.5,114R

FILED

in the office of the Secretary of State
of the State of California

JUN 1- 1949

At 3:10 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 341-B (Fiscal)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Submission of Quarterly
Estimates for ANC and APSB--
Aid and Administration

Department Bulletin No. 341-A, (Fiscal) Section 1, Sub-division b, is
hereby amended to read as follows:

1-b Estimates for ANC and APSB--Aid and Administration

These estimates are due in Sacramento by the fifteenth
day of the third month immediately preceding the quarter for
which the estimates are filed.

Examples:

The estimates for the quarter ending September 30,
1949, are due in Sacramento by April 15, 1949.

The estimates for the quarter ending December 31,
1949, are due by July 15, 1949, etc.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

7116 22-CH2

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GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR
Sacramento 14
June 1, 1949

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER

TO:

My dear Mr. Jordan:

Attached are three copies of the regulations issued by the State Department of Social Welfare revising Standards for Children's Institutions in California.

These regulations were adopted by the State Social Welfare Board on May 27, 1949, pursuant to the powers conferred upon it by the Welfare and Institutions Code Section 103 and are being filed in accordance with provisions of Section 11380 of the Government Code.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

FILED

in the office of the Secretary of State
of the State of California

JUN 1- 1949

At 3:10 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Robert S. Jordan*
Assistant Secretary of State

Certified as a Regulation (or
Regulations) of the

State Dept of Social Welfare
(Name of State Agency)

Myrtle Greenbaum
(Signature)

Director
(Title)

6-1-49
(Date)

STANDARDS
FOR
CHILDREN'S INSTITUTIONS
IN CALIFORNIA

Issued By
CALIFORNIA STATE DEPARTMENT OF SOCIAL WELFARE
616 K Street, Sacramento

FILED

in the office of the Secretary of State
of the State of California

JUN 1 - 1949

At 3:10 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By Robert M. Jordan
Assistant Secretary of State

Adopted by the Social Welfare Board on MAY 27'49

TABLE OF CONTENTS

	<u>Page</u>
FOREWORD	1
PART I - JURISDICTION AND FUNCTIONS OF THE STATE DEPARTMENT OF SOCIAL WELFARE	1
JURISDICTION	1
BUILDING PLANS	2
LICENSING	2
CONSULTANT SERVICE	3
PART II - ORGANIZATION AND ADMINISTRATION	3
ORGANIZATION	3
Incorporation	3
Constitution and By-laws	3
Governing Board	4
Functions of the Board	4
Committees of the Board	5
PERSONNEL	5
Director	6
Assistant Director	6
Child-care Staff	6
Housekeeping and Maintenance Staff	7
Relief Staff	7
Medical Staff	7
Other Specialized Staff	7
Staff Development	8
Personnel Practices	8
Job Specifications	8
Induction	8
Probation	8
Discharge and Appeal	8
Records	9
Salaries	9
Hours	9
Vacations	9
Relief Staff	9
Sick Leave and Insurance	9
Physical Examination	10
Written Personnel Policies	10
Living Quarters	10
FINANCES	10
Financial Procedures	11
Payment for Care	12
PART III - BUILDINGS AND EQUIPMENT	12
LOCATION	12
GROUNDS	12
ARCHITECTURAL PLAN	12
ADMINISTRATIVE OFFICES	13
FIRE SAFETY, ACCIDENT PREVENTION, SANITATION	13
SLEEPING ROOMS	14
HEATING	14
BATH, LAVATORY, AND TOILET FACILITIES	14
LIVING ROOMS AND RECREATION ROOMS	15

	<u>Page</u>
LIBRARY AND STUDY ROOMS	15
DINING ROOM	15
KITCHEN	16
STORAGE ROOMS AND CLOSETS	16
EMPLOYEES' WASH ROOMS	17
LAUNDRY AND SEWING ROOMS	17
INFIRMARY	17
SCHOOL ROOMS	17
HOUSEKEEPING STANDARDS	17
PART IV - ESSENTIAL SERVICES TO CHILDREN	18
CASEWORK SERVICES	18
Services Prior to Admission	19
Services to Children While They Are in the Institution	19
Behavior	19
Plans for Discharge and Supervision After Discharge	20
Case Records	21
MEDICAL CARE	21
Admission Examinations	21
Immunizations	22
Medical Care and Hospitalization	22
Remedial Treatment	22
Preventive Medical Program	22
Dental Care	23
Medical Records	23
Reports	23
NUTRITION AND CLOTHING	23
The Daily Diet	24
Milk Supply	25
Home-canned Foods	25
Clothing	25
RECREATION	25
EDUCATION	26
Academic Education	26
Social Customs and Experience	27
Religious Training	27
Economic Experience	28
Household Duties	28
Sex Instruction	28

APPENDIX

- Acceptable Methods of Washing and Sanitizing Dishes and Utensils.
- Guides for Preparing Building Plans for an Institution for Aged or for Children.

1	LIBRARY AND READING ROOMS
2	STUDY ROOMS
3	RECORDS ROOMS
4	RECORDS ROOMS
5	RECORDS ROOMS
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RECORDS ROOMS

FOREWORD

Historically, in California most children in need of care outside of their own homes were provided care in institutions. With the development of the Aid to Needy Children program, which provided financial assistance to children in their own homes, and the growth of the foster home program, which recognized the needs of many children who could not live in their own homes, to live in a family setting, the trend has been to use group care on a more selective basis. The State Department of Social Welfare considers an institution for children to be a social agency designed to provide group care for those children who need the particular advantages and benefits of this type of care. It is recognized that institutional care can provide special services to meet the individual needs of those children for whom group care is indicated, and that the child's needs must determine the type of foster care selected.

Since every child who must live apart from his own home and family must be considered individually, there can be no absolute rules for deciding which children should be placed in foster family care and which in group care. No child should be placed for financial reasons alone, and all placements require continuing evaluation to determine that the child's needs are being met.

For some children, foster family care may be more suitable during one period of development and group care during another. Infants and preschool children require the individual attention and warmth possible only in a family setting, whereas an adolescent may require the group situation. Acceptance of younger school age children into group care must be very selective, as the ability to benefit from group living may be limited at this period of development.

Generally speaking, children who benefit most from a group care experience, in addition to the adolescent, may include the child unable to accept foster family relationships, the child who requires only temporary care during a family crisis, the child who has been socially deprived and needs the opportunity for group living, the child in conflict with all adults, the disturbed child requiring study and intensive treatment, and the child whose parents cannot accept foster home placement.

The State Department of Social Welfare, in its licensing program, is appreciative of the valuable service the child care institutions in California are giving and can develop, and also gives due recognition to the individual program, plans, and purpose for which each has been established. In order to keep abreast of changing needs and circumstances, each institution should be a part of the community child welfare planning, and continuing self-evaluation of its services to children and the needs of children in the community or geographical area in which it operates is necessary.

The State Department of Social Welfare places upon persons or organizations wishing to establish new institutions, responsibility for determining that there is a community need for the kind of program to be developed. Consultation with social welfare agencies, councils of social agencies, and social planning bodies is urged. Discussion of plans with the State Department of Social Welfare at the earliest possible time is necessary.

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PART I - JURISDICTION AND FUNCTIONS OF THE STATE DEPARTMENT OF SOCIAL WELFARE

JURISDICTION

The State Department of Social Welfare has the responsibility for inspecting and licensing institutions, boarding homes, day nurseries, and schools (other than schools conducted by established religious organizations) for the reception, care, or education of children under sixteen years of age. (Section 1620, Welfare and Institutions Code).

The State Department of Social Welfare has the authority to make such rules and regulations as it deems best for the government of any such institution and may inspect and examine any such institution. (Section 1621, Welfare and Institutions Code)

The State Department of Social Welfare has defined a children's institution (as differentiated from a family boarding home or day nursery) as a home which accepts for 24-hour care sixteen or more children under sixteen years of age, or which is so organized or administered that its service is essentially institutional in character regardless of the number of children served. Boarding schools and summer camps under the State Department of Social Welfare's jurisdiction are considered to be institutions under this definition.

The State Department of Social Welfare does not exercise jurisdiction over institutions subject to license by the State Departments of Public Health and Mental Hygiene.

The State Department of Public Health has jurisdiction over private hospitals, sanatoria, nursing homes, and convalescent homes, including any institution which maintains and operates organized facilities for the diagnosis, care and treatment of human illness, including convalescence. (Sections 1400 through 1421, Health and Safety Code) Facilities which depend on prayer or spiritual means for healing are excluded.

The State Department of Public Health also has jurisdiction over establishments providing school, medical advice, diagnosis or treatment, physiotherapy, any form of muscle training, massage, speech training, occupational therapy, vocational training or custodial care to handicapped persons. (Sections 1500 through 1517, Health and Safety Code) Establishments conducted by or for adherents of any well-recognized religious sect are excluded, as are private schools and colleges the principal purpose of which is to teach business, commercial, or vocational courses.

The State Department of Mental Hygiene has jurisdiction over institutions (hospitals, sanatoria, homes) or other places receiving or caring for epileptics, mentally ill, alleged mentally ill, or other incompetent persons, including the mentally deficient, for compensation. (Section 5700, Welfare and Institutions Code)

BUILDING PLANS

The State Department of Social Welfare requires that building plans for new buildings or additions to or alterations of existing buildings for the housing of children be submitted for approval before construction is started. (See Appendix for guides in preparing building plans.)

FUNCTIONS OF THE STATE DEPARTMENT

The State Department has the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the proposed amendment to the Constitution of the United States, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

The Department has also the honor to acknowledge the receipt of your letter of the 12th inst. in relation to the proposed amendment to the Constitution of the United States, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

The Department has also the honor to acknowledge the receipt of your letter of the 14th inst. in relation to the proposed amendment to the Constitution of the United States, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

The Department has also the honor to acknowledge the receipt of your letter of the 16th inst. in relation to the proposed amendment to the Constitution of the United States, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

The Department has also the honor to acknowledge the receipt of your letter of the 18th inst. in relation to the proposed amendment to the Constitution of the United States, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

The Department has also the honor to acknowledge the receipt of your letter of the 20th inst. in relation to the proposed amendment to the Constitution of the United States, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

The Department has also the honor to acknowledge the receipt of your letter of the 22nd inst. in relation to the proposed amendment to the Constitution of the United States, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

The Department has also the honor to acknowledge the receipt of your letter of the 24th inst. in relation to the proposed amendment to the Constitution of the United States, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

The Department has also the honor to acknowledge the receipt of your letter of the 26th inst. in relation to the proposed amendment to the Constitution of the United States, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

It is advisable to consult with the State Department of Social Welfare on building plans before blueprints are actually drawn for guidance in meeting the requirements of the State Department of Social Welfare and in making the best possible plan in terms of the functions of the institution and modern trends in child care.

The institution must assume responsibility for securing conformity with local building, health, safety, and zoning ordinances. It is suggested that information regarding local ordinances be secured before blueprints are drawn to avoid major changes.

LICENSING

Application for license should be filed with the State Department of Social Welfare as soon as plans of operation have been made and a location selected. It is the responsibility of the institution to clear with local authorities as to building, zoning, health, and safety regulations. The State Department of Social Welfare will request clearance from the State Fire Marshal as to fire safety. Sanitary clearances will be requested when necessary. The State Department of Social Welfare will inspect the buildings and study the child care program of the institution.

A license will be issued to the legally responsible organization or person if the State Fire Marshal gives clearance and the study of the institution by the State Department of Social Welfare shows that an adequate program of care is being or will be provided.

The license shall expire twelve months from the date of issuance, or may be limited to a shorter period. The license will specify the number ^{+ a range} of children permitted and must not be exceeded. The license is subject to revocation for cause. The license is not transferable, applying only to the organization or person to whom it is issued and to the buildings ^{approved} inspected. A change in ownership or location should be discussed in advance with the State Department of Social Welfare and must be reported to the State Department of Social Welfare within forty-eight hours.

Application for renewal of license must be filed ten days prior to expiration of the existing license. (Section 1624, Welfare and Institutions Code) Fire safety clearance will be requested by the State Department of Social Welfare. The State Department of Social Welfare will make a renewal study of the institution and evaluate the child care program of the preceding year before issuing a renewal license.

An institution which operates without a license is subject to prosecution by the district attorney of the county in which it is located. (Sections 1629 and 1630, Welfare and Institutions Code)

CONSULTANT SERVICE

The State Department of Social Welfare does not limit visits to the institution to an annual licensing study, but maintains continuing consultation and study as a basis for making recommendations, issuing the annual license, and assisting the agency and staff with problems and program planning.

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CONCLUSION

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REFERENCES

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PART II - ORGANIZATION AND ADMINISTRATION

ORGANIZATION

The organization of every institution must be such that legal responsibility is clearly defined and administrative authority specifically placed.

Incorporation

Institutions of a benevolent, religious, or charitable nature should be incorporated under Division 1, Part 4, Title XII, Article II of the Civil Code of California, Section 606, as non-profit organizations. Incorporation fixes liability for debts and obligations in the corporation and defines the right to acquire property and make by-laws governing the acts of the corporation. Incorporation provides for greater stability of organization. Incorporation in California makes for better administrative control, by making the responsible governing authority easily accessible, and close enough to the day-by-day functions of the institution to understand its problems and, therefore, to be able to make decisions on important matters without undue delay. A copy of the articles of incorporation must be filed with the State Department of Social Welfare.

Constitution and By-laws

In the absence of articles of incorporation, the philanthropic institution shall adopt a constitution, stating in broad terms the purpose of the institution and establishing a responsible governing board. By-laws setting up specific policies and functions must be adopted by the organization, whether incorporated or not. Specifics should be in the by-laws rather than in the constitution or articles of incorporation so that they may be changed where indicated without complicated procedure. A copy of the constitution and by-laws shall be filed with the State Department of Social Welfare.

Governing Board

The governing board should be large enough to carry out its responsibilities, but not too large to function efficiently. Practice has indicated that a board of nine to twenty-five members is desirable.

The board should include both men and women who are interested in the work of the institution and concerned with the welfare of children and social conditions in the community, and who have sufficient time to discharge their obligations as board members. Board members shall be representative of the community in which the institution operates, and it is advisable to have members of a wide variety of community interests and abilities. They should be elected from the supporting membership or by a representative body and for a definite term of office with expiration of terms so arranged that one-third of the membership will be elected annually. Provision should be made for replacement of members who become inactive.

The overlapping of terms and election of one-third of the board membership annually and some restriction on the number of consecutive terms to which a board member can be elected are recommended to insure reasonable continuity of policy as well as new and changing points of view.

Board members shall serve without financial or material profit. No board member shall be employed by the institution regularly, either full time or part time.

Board meetings should be held once a month for ten months of the year at least. The director should be included in all regular board meetings. It may be advisable to include other staff members at times when matters they are concerned with are being discussed, or for their general orientation. Minutes shall be kept of all board meetings and shall be available for review by the State Department of Social Welfare.

Functions of the Board

The governing board shall be responsible for the program and services of the institution, for determining what needs are to be met and providing the means to meet them. The responsibilities of the board include:

1. Establishment of policies to be followed by the institution and the program and services to be offered.
2. Interpretation of the services of the institution to the community.
3. Exercising or establishment of trusteeship for property and investments.
4. Approval of the budget and securing adequate funds.
5. Maintenance of an informed and alert membership.
6. Appointment of a qualified director to whom responsibility for administration shall be delegated.

The governing board should not administer and operate the institution directly. A board's most efficient means of operation is through the appointment of a qualified director who is responsible to the board for the operation of the home. The director should have responsibility and authority for direct management of the home under policies established by the board and should have authority for employment and discharge of other staff.

Committees of the Board

In most instances, the board as a whole cannot devote sufficient time to the institution to be adequately informed of all its activities. Provision should, therefore, be made for the appointment of standing committees and special committees as needed. In general, the following committees are desirable: Finance, Personnel, Intake Policy, House, and Executive.

The Finance Committee should be responsible for supervision of the investments of the institution, working with the director in preparing the budget, approving unusual expenditures and planning for and securing adequate funds.

The Personnel Committee should be responsible for establishing the personnel policies. The committee should not have direct responsibility for employment or discharge of employees and should not take action with regard to employees, except in cases of appeal. (See Personnel Section.)

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The Committee on Intake Policy should be aware of the operation of the intake policies and should advise the director on the application of the policies. The Committee should not take responsibility for individual admissions and discharges, but should advise the board of any need for changes in policy.

The House Committee should advise on matters pertaining to upkeep and repairs of buildings and grounds, furnishings, etc.

The Executive Committee should be composed of the officers of the board and chairmen of standing committees and should be empowered to act in emergency matters for the board.

Committees should confer with the director whenever necessary and always before taking action affecting administration. All committees should entrust administrative detail to the director.

PERSONNEL

The quality of any institution's service to children is directly related to the quality and number of its staff, and the staff's understanding of the functions of the institution and their own duties. An understanding of the purpose of the program, sympathy with its objectives and acceptance of the limitations of the agency are necessary. Sufficient well-qualified and adequately paid staff must be employed to perform the functions of the institution, including care and supervision of children, housekeeping, food preparation and service, and maintenance of buildings and grounds. While children may be expected to assist in some of the household chores, they shall not be used as substitutes for regular paid employees.

All employees shall be qualified by age, health, education, training, and experience for the positions they are to fill and must have, in addition, qualities of character and temperament suitable for work with children. A genuine liking for children and a respect for each child as an individual; mental and emotional stability, a sense of humor, personal integrity, and respect for spiritual values are essential. A knowledge of child development and an understanding of differing rates of development is essential.

The relationships between children and the adults with whom they are living are the most important factors in group treatment of children. The adults who are directly working with the children must, therefore, be alert, interested, active and well-adjusted people.

Director

There must be a director responsible for the administration of the institution. The director should be a mature, capable person with administrative ability and qualities of leadership. A background of professional training and experience in social case work and child welfare, and experience in institution management are desirable. A qualified director who does not have training or experience in these fields should obtain and utilize these skills in other members of his staff.

The director should have responsibility and authority for:

1. Daily administration of the institution under policies established by the governing board.

2. Selection, supervision, and dismissal of all employees.
3. Analysis and improvement of the services of the home in accordance with the needs of the group to be served.
4. Attendance at all regular board meetings, reporting the operation of the institution, and interpreting recognized standards of child care to the board.
5. Interpretation of the institution's program to other social agencies and to the public, and coordinating the institution's program with the over-all child welfare program of the community.
6. Over-all supervision of the care and training of children and admission and discharge of children.
7. Over-all staff development and training.

Assistant Director

The appointment of a full-time assistant director may or may not be necessary. When there is not an assistant director responsible during the director's absence, there must be some other suitably qualified employee designated to substitute for the director in his absence.

Child-care Staff

There must be an adequate number of qualified adults to provide the daily care and supervision needed by the children. Houseparents should have continuing responsibility for the same children so that each child will be able to look to the same adult to meet his everyday needs. Each houseparent should be responsible for ten to twelve children and in the case of young children or those needing special care, each houseparent should have responsibility for fewer children. The primary responsibility of the child-care staff must be care of the children and housekeeping functions must not be allowed to interfere with this responsibility.

The houseparent must be a mature, emotionally secure person, of suitable age and temperament to be caring for children. Houseparents must be of normal intelligence and should have at least a high school education or its equivalent. Experience in working with or raising children is desirable, but an open mind and a willingness to learn on the job and to accept guidance is more important. The child-care staff must be able to get along with other staff members and sympathetic with the program of care of the institution. Of primary importance is the ability to give children individual understanding and affection without requiring or demanding affection or gratitude in return.

Housekeeping and Maintenance Staff

Cooks, kitchen help, housekeeping staff, gardeners, and janitors shall be employed in sufficient numbers to carry on the every-day housekeeping functions of the institution. Any responsibility assumed by the child-care staff or the children for cooking, cleaning, gardening, or other maintenance shall be related to the needs of the children rather than the need of the institution for employees to perform those tasks.

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Since all adults in the institution are to some degree involved in relationships with the children, housekeeping and maintenance staff must be chosen for their personal qualities as well as for skill in their particular job.

Relief Staff

Sufficient staff must be employed to allow regular time off for all employees. Relief staff will be necessary for the child-care staff who must have at least one full day off and be able to leave the institution each week. Relief for houseparents must be arranged to provide continuity of supervision to the children. Relief staff should be a part of the regular staff, familiar to the children and familiar with the program of the institution.

Medical Staff

Institutions must provide adequate preventive and remedial medical care by a qualified physician, licensed to practice medicine and surgery in California. It is recommended that the staff physician be a pediatrician and that he be adequately compensated for his services.

Association with a general hospital where hospital care and services of medical specialists can be readily obtained is recommended.

Institutions with fifty or more children may find the services of a staff nurse desirable. Where an institution operates its own infirmary, qualified nursing service must be available as needed. Where the institution is not large enough to warrant the employment of a full-time nurse, service may be obtained by employing a nurse on a part-time basis or by purchasing service from a visiting nurse association. The nurse must hold a California Registered Nurse License.

Other Specialized Staff

All specialized personnel such as case workers, group workers, recreation workers, psychologists, psychiatrists, and teachers shall be qualified by training and experience, in accordance with recognized professional standards.

Case workers should have successfully completed two years of graduate study in an accredited school of social work, with study in family and child welfare and supervised field work, and should have had at least two years of paid experience in child welfare or family welfare work. Where professionally trained and experienced case supervision is available, case work staff with one year of graduate training and less experience may be successfully used. Although the director may be a professionally qualified case worker, it is recommended that case work staff be available for services to the children.

Staff Development

It is the responsibility of the director to provide opportunities for growth and development of his staff on the job and training in specific areas of interest and need. New workers should receive a careful induction and all staff members should have continuing supervision and stimulation in learning on the job.

Regular staff meetings, including all members of staff to discuss matters of administration, child care and development, are an essential part of a staff

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development program. Regularly scheduled conferences between child-care personnel, the social work staff, psychiatrist, etc., and the director are recommended for case discussions, evaluation of program, and plans for the future.

Attendance of staff at appropriate conferences and institutes should be encouraged and arranged wherever possible to increase effectiveness on the job.

Personnel Practices

Good personnel practices are essential in attracting and keeping adequate staff. They are also of great importance to staff morale and contentment of permanent staff members. Good and consistent work can be promoted by job security, opportunity for advancement and growth on the job, salary increases, adequate vacations, and sufficient time away from the job, with compensating time off following unusual demands on staff at holidays, etc.

The following personnel practices are recommended as sound and helpful in securing and retaining staff:

Job Specifications

It is advisable to analyze the duties and qualifications for each position or class of position and to use this information in employing workers. A clear understanding of the duties of the job, the relationship of the work to the over-all program of the institution, and an understanding of what is expected of the employee and the person in authority to whom he is responsible, should be reached at the time of beginning employment.

Induction

A planned introduction to the job for each new employee should be developed so that all new employees will be given opportunity for a careful and growing understanding of program and objectives of the institution, staff relationships and the relationship of their own position to the program of child care.

Probation

A probationary period for new employees is desirable to permit the employee to demonstrate his capacity and to enable the institution to determine whether permanent employment is wise. The probation period should be a specific length of time, but may vary for different positions. There should be official notification, in writing, of the termination of probation and the achievement of permanent status.

Discharge and Appeal

An employee who is discharged for cause after attaining permanent status should have the right of appeal to the Personnel Committee or the governing board.

Records

Confidential records shall be kept of all personnel employed and should include an application form, showing qualifications and

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experience, reference statements from previous employers, and a medical report. Reports of job performance, date of separation, and the reason for leaving should be kept.

Salaries

Salary ranges for each type of position should be established which are adequate to attract and hold efficient personnel, equivalent to prevailing rates of pay, and commensurate with the duties and responsibilities of the position. Increases in salary within the range should be made in accordance with length and quality of service.

Hours

A basic eight-hour day should be used wherever practical, and in no case should the California Wages and Hours Law for women be violated. Resident staff with direct responsibility for children should have at least two free hours during the day, at least one full day off a week, and periodic vacations. Opportunity to be completely away from the children and to live at an adult level rather than the child's level is particularly important.

Vacations

Vacations with pay should be provided according to prevailing practice, a minimum of two weeks a year. National holidays and others recognized in the community or equivalent time off should be given.

Relief Staff

Adequate relief staff must be available to allow free time and vacations.

Sick Leave and Insurance

There should be provision for sick leave for all permanent employees. All employees should be covered by liability or group insurance and where applicable by state and federal unemployment and old age and survivors' insurance. Workmen's compensation insurance must be carried.

Physical Examination

A physical examination, including chest X-ray or fluoroscopy, shall be given each employee before he begins work and should be given annually thereafter. Employees must be in good health and free from defects which would interfere with adequate performance on the job. Employees with responsibility for preparation or serving of food must have daily health supervision with exclusion from work of any having symptoms of illness until recovery or clearance from physician or staff nurse. It is advisable to secure clearances on food handlers that they are not carriers of dysentery or typhoid.

Written Personnel Policies

Policies established by the board should be in writing and copies should be available to all employees.

Living Quarters

When quarters are provided for staff, they should be comfortable and attractive and provide for privacy and relaxation in off-duty hours. Separate bath, lavatory, and toilet facilities for employees should be located convenient to living quarters. Private apartments with individual baths for all resident staff are recommended. Private recreation rooms should be provided for staff. Private dining rooms for non-resident staff may be advisable. Kitchenettes where employees may prepare snacks for themselves in off-duty hours are recommended.

FINANCES

Sufficient funds must be available at all times to insure adequate care of the children in accordance with the purpose of the institution and the type of program and service planned and in accordance with the standards of the State Department of Social Welfare.

Financial Procedures

Sufficient records must be kept to show the financial status of the institution, including income and expenses.

1. Financial records must be established, showing the amounts and sources of all income and all expenses, assets, and liabilities. Itemized data on the nature of disbursements, e.g., food, rent, utilities, salaries and wages, depreciation, etc., are essential for sound planning.
2. All bills and obligations, including salaries, should be paid by check with the exception of minor expenditures which can be made from petty cash.
3. All payments should be authorized by a responsible party, preferably the director or the treasurer of the board, or the owner of the commercial institution.
4. Prenumbered receipt books should be kept for all cash collections with duplicates for financial records.
5. Cash, if received in sizable amounts, should be deposited daily with a duplicate deposit slip being maintained in file.
6. Deposit of funds, if received in sizable amounts, should be by an employee other than the employee receiving such money and issuing receipts, provided there is a suitable employee available. For commercial institutions, the owner may wish to handle all receipts and disbursements.
7. All exceptional transactions should be approved in advance by a responsible officer of the organization.

8. Books and accounts of non-profit institutions should be audited annually.
9. Non-profit incorporated institutions should require fidelity bonds for the treasurer and all employees handling substantial amounts of money.
10. The entire financial operations of philanthropic institutions should be on the basis of an annual budget approved by the board.

Payment for Care

Charges for care should be carefully determined on a realistic basis. A clear understanding of the amount to be paid for each child, the date payment is due, and the needs covered by the payment (room and board only, clothing, medical care, incidentals, spending money, etc.) should be reached by the institution and the child's parents or agency responsible for placement. Payments for care should be made to the administrative office. Change in parental ability to meet the costs of care should be reviewed with the parent by the institution. Parental delinquencies in payment must not be allowed to become an issue between the child-care staff and the child.

PART III - BUILDINGS AND EQUIPMENT

LOCATION

The site for an institution for children must be carefully chosen, keeping in mind the purpose of the institution which will govern the type of location sought. The institution should be in or near a residential community so that the children can have the value of normal participation in community life. It is desirable for the institution to be in or near the community whose children it wishes to serve, ^{in order} to avoid any further separation of the child and his family. In addition, the following factors should be considered:

1. Residential neighborhood should be chosen, with avoidance of commercial or industrial areas. The pattern of community growth should be studied and a deteriorating neighborhood should be avoided.
2. Schools, churches, medical and hospital facilities, and recreation facilities should be easily accessible.
3. Location in or near a city or town which can provide water, sewage disposal, fire protection, and in which necessary supplies can be purchased is advisable.
4. A rural location makes it necessary for the institution to provide adequate transportation for both children and staff members, lodgings for visitors to children and staff, more comprehensive programs within the institution to meet educational and social needs. There are disadvantages of isolation from community living which are not easily overcome in remote rural localities. In addition, water supply, sewage disposal, laundry, food supplies, medical and hospital care, are more difficult to obtain in a rural location. Staff turnover is likely to be greater in rural locations unless the disadvantages of isolation and lack of recreational facilities for staff are compensated.

GROUNDS

The grounds should be attractive and well kept, with shade trees, lawns and flowers. There must be sufficient outdoor space for active play. Grounds should be level, well drained and equipped for organized games as well as providing space for free play. The amount of outdoor space necessary for an institution will vary with the size, location, the age and sex of the children accepted for care.

ARCHITECTURAL PLAN

It is recognized that existing institutions cannot change their basic architectural plan. However, as new institutions are built and existing ones are remodeled or replaced, consideration must be given to the type of architectural plan best suited to the child care program. Arrangement should be made for the children to live in small groups of not more than ten or twelve. Buildings need not be pretentious, but must be comfortable and designed for children's use and the type of program.

ADMINISTRATIVE OFFICES

A private office shall be provided for the superintendent. Additional space should be provided for clerical staff, files, etc., and private interviewing rooms must be available for all social work staff.

FIRE SAFETY, ACCIDENT PREVENTION, SANITATION

Institutions for children shall conform to the housing, sanitation, and fire safety laws and regulations of the state.

Fire safety clearances will be requested annually by the State Department of Social Welfare. Sanitary clearances may be required covering water supply, sewage and garbage disposal; lavatory, bath, and toilet facilities; preparation, refrigeration, and storage of foods; milk supply; and methods of washing dishes, silverware, and utensils.

Care must be taken to prevent home accidents from such causes as slippery floors, loose rugs, inadequate lighting, improperly protected fireplaces or stairways. Any accident involving serious injury to children and any major fire on the premises shall be reported to the State Department of Social Welfare within forty-eight hours.

SLEEPING ROOMS

Sleeping rooms for the children must be comfortable and attractive. They should be as much the children's own rooms as possible and opportunity for individual decoration should be given.

Because children need to have privacy and a feeling of having a place of their own, dormitories housing more than five children are not recommended. It is advisable to have some single rooms and some rooms accommodating two to five children. Single rooms are desirable for certain individual children, those in need of extra sleep or whose sleep is easily disturbed, those who need additional privacy because of emotional upset or adjustment difficulties. Separate sleeping quarters for boys and girls are necessary.

All sleeping rooms shall be located near lavatory, bath, and toilet facilities, convenient to general living and assembly rooms. Adult supervisors must be readily available for night-time supervision and emergencies.

All sleeping rooms shall be adequately lighted and ventilated. A room for one person shall provide at least 630 cubic feet of air space, a room for two persons at least 810 cubic feet, and a room for three or more 500 cubic feet for each additional person. Every room must have at least one outside window. A window opening on an enclosed porch is not considered an outside window. In general, window space shall be at least equal to one-eighth of the total floor area of the room but shall not be less than sixteen square feet. Windows should be placed to allow a maximum of light and sunshine, as well as good ventilation with an avoidance of drafts. Window sills should be high enough to be safe for younger children. Weather stripping is advisable in some areas. Full-length screens should be used the year round where necessary, and should be easily removable and of non-rusting material.

Sleeping rooms shall be comfortably furnished. Provisions must be made for proper care of clothing and personal belongings. Each child should have his own dresser, but must have at least a drawer for himself and there should be chairs, study tables, bookshelves and bedside tables and mirrors for the children's use. Each child's storage space for personal belongings must be his own private place and should not be entered freely by anyone else.

1. The first part of the document is a letter from the author to the editor, dated 1954. The letter discusses the author's interest in the subject of the journal and the importance of the work being presented. The author mentions that the work is a result of a long and arduous process of research and experimentation, and that it is hoped that the findings will be of interest to the readers of the journal.

THESE RESEARCHERS HAVE THE HONOR OF BEING THE FIRST
TO DISCOVER THE (1) OPTIMUM (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100) (101) (102) (103) (104) (105) (106) (107) (108) (109) (110) (111) (112) (113) (114) (115) (116) (117) (118) (119) (120) (121) (122) (123) (124) (125) (126) (127) (128) (129) (130) (131) (132) (133) (134) (135) (136) (137) (138) (139) (140) (141) (142) (143) (144) (145) (146) (147) (148) (149) (150) (151) (152) (153) (154) (155) (156) (157) (158) (159) (160) (161) (162) (163) (164) (165) (166) (167) (168) (169) (170) (171) (172) (173) (174) (175) (176) (177) (178) (179) (180) (181) (182) (183) (184) (185) (186) (187) (188) (189) (190) (191) (192) (193) (194) (195) (196) (197) (198) (199) (200) (201) (202) (203) (204) (205) (206) (207) (208) (209) (210) (211) (212) (213) (214) (215) (216) (217) (218) (219) (220) (221) (222) (223) (224) (225) (226) (227) (228) (229) (230) (231) (232) (233) (234) (235) (236) (237) (238) (239) (240) (241) (242) (243) (244) (245) (246) (247) (248) (249) (250) (251) (252) (253) (254) (255) (256) (257) (258) (259) (260) (261) (262) (263) (264) (265) (266) (267) (268) (269) (270) (271) (272) (273) (274) (275) (276) (277) (278) (279) (280) (281) (282) (283) (284) (285) (286) (287) (288) (289) (290) (291) (292) (293) (294) (295) (296) (297) (298) (299) (300) (301) (302) (303) (304) (305) (306) (307) (308) (309) (310) (311) (312) (313) (314) (315) (316) (317) (318) (319) (320) (321) (322) (323) (324) (325) (326) (327) (328) (329) (330) (331) (332) (333) (334) (335) (336) (337) (338) (339) (340) (341) (342) (343) (344) (345) (346) (347) (348) (349) (350) (351) (352) (353) (354) (355) (356) (357) (358) (359) (360) (361) (362) (363) (364) (365) (366) (367) (368) (369) (370) (371) (372) (373) (374) (375) (376) (377) (378) (379) (380) (381) (382) (383) (384) (385) (386) (387) (388) (389) (390) (391) (392) (393) (394) (395) (396) (397) (398) (399) (400) (401) (402) (403) (404) (405) (406) (407) (408) (409) (410) (411) (412) (413) (414) (415) (416) (417) (418) (419) (420) (421) (422) (423) (424) (425) (426) (427) (428) (429) (430) (431) (432) (433) (434) (435) (436) (437) (438) (439) (440) (441) (442) (443) (444) (445) (446) (447) (448) (449) (450) (451) (452) (453) (454) (455) (456) (457) (458) (459) (460) (461) (462) (463) (464) (465) (466) (467) (468) (469) (470) (471) (472) (473) (474) (475) (476) (477) (478) (479) (480) (481) (482) (483) (484) (485) (486) (487) (488) (489) (490) (491) (492) (493) (494) (495) (496) (497) (498) (499) (500) (501) (502) (503) (504) (505) (506) (507) (508) (509) (510) (511) (512) (513) (514) (515) (516) (517) (518) (519) (520) (521) (522) (523) (524) (525) (526) (527) (528) (529) (530) (531) (532) (533) (534) (535) (536) (537) (538) (539) (540) (541) (542) (543) (544) (545) (546) (547) (548) (549) (550) (551) (552) (553) (554) (555) (556) (557) (558) (559) (560) (561) (562) (563) (564) (565) (566) (567) (568) (569) (570) (571) (572) (573) (574) (575) (576) (577) (578) (579) (580) (581) (582) (583) (584) (585) (586) (587) (588) (589) (590) (591) (592) (593) (594) (595) (596) (597) (598) (599) (600) (601) (602) (603) (604) (605) (606) (607) (608) (609) (610) (611) (612) (613) (614) (615) (616) (617) (618) (619) (620) (621) (622) (623) (624) (625) (626) (627) (628) (629) (630) (631) (632) (633) (634) (635) (636) (637) (638) (639) (640) (641) (642) (643) (644) (645) (646) (647) (648) (649) (650) (651) (652) (653) (654) (655) (656) (657) (658) (659) (660) (661) (662) (663) (664) (665) (666) (667) (668) (669) (670) (671) (672) (673) (674) (675) (676) (677) (678) (679) (680) (681) (682) (683) (684) (685) (686) (687) (688) (689) (690) (691) (692) (693) (694) (695) (696) (697) (698) (699) (700) (701) (702) (703) (704) (705) (706) (707) (708) (709) (710) (711) (712) (713) (714) (715) (716) (717) (718) (719) (720) (721) (722) (723) (724) (725) (726) (727) (728) (729) (730) (731) (732) (733) (734) (735) (736) (737) (738) (739) (740) (741) (742) (743) (744) (745) (746) (747) (748) (749) (750) (751) (752) (753) (754) (755) (756) (757) (758) (759) (760) (761) (762) (763) (764) (765) (766) (767) (768) (769) (770) (771) (772) (773) (774) (775) (776) (777) (778) (779) (780) (781) (782) (783) (784) (785) (786) (787) (788) (789) (790) (791) (792) (793) (794) (795) (796) (797) (798) (799) (800) (801) (802) (803) (804) (805) (806) (807) (808) (809) (810) (811) (812) (813) (814) (815) (816) (817) (818) (819) (820) (821) (822) (823) (824) (825) (826) (827) (828) (829) (830) (831) (832) (833) (834) (835) (836

Ample, well-lighted closet space shall be provided for each child. Clothes racks and shelves shall be within easy reach of the children using them.

Each child must have his own bed, equipped with good springs, clean, comfortable mattress, pillow (if desirable), light-weight, warm bedding, and rubber sheeting where necessary. Linens shall be changed once a week and more often when necessary. In rooms accommodating more than one child, beds must be placed at least three feet apart on all sides.

The use of double-deck bunk beds is inadvisable and will be approved only in unusual circumstances.

Lighting should be located conveniently in each room. Long electric cords or extensions must not be allowed on the floor in such a way as to present danger of tripping or fire hazards.

Walls should be washable, light, and cheerful in color.

HEATING

Adequate, safe, and easily controlled heating must be provided for all living and sleeping quarters. Central heating, thermostat controlled, is the most desirable and satisfactory. Other types if used must be provided with adequate protection. Fireplaces and open-faced heaters must have metal screens. Gas heaters must be vented and installed with rigid pipe connections. Kerosene heaters will not be approved.

New installations or changes in type or location of heaters should be made only after determination of compliance with fire safety laws and regulations of the state fire marshal.

BATH, LAVATORY, AND TOILET FACILITIES

Bath and toilet facilities must be located in the same building and convenient to the sleeping rooms. At least one toilet and wash basin must be provided near living rooms and recreation areas. There must be one toilet for every eight to ten children, preferably one to eight; one wash basin, with hot and cold running water for every four or five children; and one tub or shower for every eight or ten children, preferably one to eight. If showers are generally used, there must be at least one tub. Separate bath and toilet facilities must be provided for boys and girls. Equipment should be of appropriate height for the children using it, and privacy shall be provided.

All bathrooms and toilet facilities must be properly lighted and ventilated with clean, washable floors and walls, of material which is non-absorbent and not slippery.

Each child must have his own toilet articles, including toothbrush and comb, and must be provided with individual towels and wash cloths which are changed at regular intervals.

Space must be provided for individual storage of toilet articles in the bathrooms. Each child's towels and wash cloths must be placed within reach of the child, and separated from the others and hung so as to dry quickly.

Mirrors at proper levels and in sufficient quantity to be easily accessible to all children, must be provided in the bathrooms and bedrooms.

1. The first of these is the fact that the *Journal* is a very important source of information for the public. It is a source of information for the public in a number of ways. First, it is a source of information for the public in a number of ways. First, it is a source of information for the public in a number of ways. First, it is a source of information for the public in a number of ways.

THE UNIVERSITY OF CHICAGO

LIVING ROOMS AND RECREATION ROOMS

There must be at least one centrally located living room for the free and informal use of the children. Institutions built on the cottage plan must have a living room in each cottage. Living rooms must be large enough to accommodate the group to be served without crowding. In large congregate institutions, it is advisable to provide several living rooms or club rooms in addition to one large room.

Living rooms must be comfortably and attractively furnished, well heated, lighted, and ventilated, and clean and cheerful. Furnishings must be substantial, suitable for use by children, and in good taste. Easy chairs, reading lamps, small tables, radio, phonograph, and piano, draperies, pictures, wall decorations, plants and flowers should be provided. A fireplace, properly safeguarded, provides a cheerful note.

Children must be free to use the living rooms for their own relaxation, for entertaining friends and relatives. In addition to general living rooms, there should be rooms available for parents to be alone with their children.

Recreation rooms shall be provided according to the needs of the group served. Some space for active indoor play is desirable (in large institutions a gymnasium or similar area for organized games, dances, etc., is essential), and other rooms for quieter games, craft and shop work, club meetings are recommended.

LIBRARY AND STUDY ROOMS

Every institution shall have some space set aside for quiet reading and study. Books suitable for the cultural interests, educational needs, and recreational interests of the children and current magazines and newspapers are essential. Sufficient table space and proper chairs should be provided. The room must be well lighted and ventilated. A quiet atmosphere is important but should not be enforced to the point of inhibition.

DINING ROOM

An attractive, well-lighted and properly ventilated dining room (or rooms), large enough to accommodate the children, the staff and guests comfortably, must be provided. Approximately fifteen square feet of floor space per person is necessary. Dining areas shall be convenient to the kitchen so that food may be served quickly and easily, and close to the general living rooms.

Equipment should approximate that used in a family home. Tables and chairs should be of suitable size and height for the children using them. Tables should accommodate from four to eight persons, and should be attractively set at all meals. Table linen, doilies, or place mats on well-finished surfaces are recommended. Silverware and attractive dishes must be used. Cracked or chipped dishes and glassware, corroded or rusted utensils, shall not be used because of health hazards. The use of tin or aluminum dishes or cups is unacceptable. Use of granite or enamel dishes, cups, or kitchen utensils is not acceptable. If cloth napkins are used, they should be kept in individual holders and changed frequently. Individual paper napkins should be supplied with each meal if cloth napkins are not used.

Floors shall be covered with an attractive, easily cleaned, non-absorbent, non-slippery material.

KITCHEN

Proper food, well-cooked and attractively served is essential. Cooking and food service are greatly facilitated by an adequately planned and equipped kitchen. The size of the kitchen and amount of equipment must be determined on an individual basis, and will be dependent largely on the number of persons to be served.

All kitchens, however, should be planned with the following considerations in mind: convenience, sanitation and healthful working conditions, and control of noise, heat, and odors.

The kitchen should be convenient to the dining room, preferably located on the same floor. If on a different floor level, provision must be made for transporting the prepared food and keeping it at the proper temperature.

The kitchen should be light in color and well lighted with windows on two sides to provide cross-ventilation if possible, in addition to mechanical ventilation. Floors should be non-absorbent, non-slippery, and easily cleaned. Working areas and location of equipment should be planned to avoid confusion and waste motion.

Service units generally accommodated in the kitchen are: the main cooking unit; food preparation unit; service space for salads, desserts, and beverages, and preparation of serving trays; dish-washing unit; and refrigeration unit.

Adequate refrigeration for the protection of perishable foods shall be provided. All food shall be protected from insects and rodents.

Cooking utensils, dishes, and tableware shall be in good condition and without defects, chips, or cracks. Adequate provision for cleaning this equipment shall be made. (See appendix for acceptable methods of washing and sanitizing dishes.) Dishes must be stored in a clean dry place, protected from flies, dust or other contamination.

Proper disposition shall be made of garbage and trash.

Employees handling food or others assisting in the kitchen must wear clean apparel and given special care to cleanliness of hands and forearms. Hair nets, caps or other suitable covering to confine hair should be worn, especially by cooks and kitchen helpers engaged in preparing or dishing up food.

STORAGE ROOMS AND CLOSETS

The amount of storage space for food will depend on the individual institution but should be large enough for quantity supplies and those bought for daily use. Storage rooms for food should be located as close to the kitchen and service entrance as possible, and all store rooms and closets shall be dry, well lighted, and ventilated, and offer protection from mold, vermin, and rodents.

Workrooms for maintenance men should be provided as needed as well as porter's closets for cleaning equipment with sloop hoppers, etc.

Closets or storerooms must be available and conveniently located for storage of cleaning equipment, linens, extra equipment, furniture, etc.

Special precautions must be taken in the storage of paints, oils, and other inflammable material.

EMPLOYEES' WASH ROOMS

Cloakrooms, lockers, toilets, and wash basins shall be provided for employees convenient to the kitchen and other workrooms. The State Housing Act prohibits construction or use of a toilet opening into a room in which foods are cooked or stored.

LAUNDRY AND SEWING ROOMS

Provision must be made for the children's personal laundry as well as the institution laundry. If the work is done on the premises, the laundry should be equipped with labor-saving devices, protective equipment, and room for indoor drying. Space must be provided for sorting and mending linens and children's garments. All laundry and sewing rooms must be properly lighted and ventilated. When older boys and girls are in residence, a place should be provided for their use in doing personal laundry and sewing.

INFIRMARY

An infirmary unit, including the physicians' examining room, accommodations for nursing staff, isolation facilities and facilities for care of children with minor illnesses is recommended.

Whether or not an infirmary unit is maintained, there must be provision for isolation of children who show symptoms of illness until the nature of the illness is determined and treatment decided upon. Isolation rooms shall be adequately equipped for the care of ill children and separate bath and toilet shall be provided.

First aid supplies as recommended by the staff physician shall be readily available for use as needed. Proper storage space for these supplies and other prescribed medication shall be provided. A locked cupboard not accessible to the children is essential.

Unless community hospital facilities are inadequate, an institution for children should not attempt to operate its own hospital, but should refer all serious illness and all surgery to community hospitals.

SCHOOL ROOMS

Where school classes are conducted on the premises, school rooms must provide adequate light and ventilation, appropriate equipment (desks, seats, tables) and teaching materials. Drinking fountains, toilet and hand-washing facilities should be located convenient to class rooms.

HOUSEKEEPING STANDARDS

Housekeeping shall meet an acceptable standard of cleanliness, orderliness and absence of offensive odors.

PART IV - ESSENTIAL SERVICES TO CHILDREN

The institution accepting children for twenty-four hour care is a social agency which must have as its basic purpose service to children. Inasmuch as no institution can adequately serve any and all children, the institution must determine what children it can best serve, establish a program to serve those children, and admit only the children who need what it has to offer. The institution must carefully review its program and admission policies at regular intervals to be sure that it is offering a program needed by the children under care and by the community. Any institution which regularly makes exception to its established intake policies, either to meet outside demands or to keep population up, should review its admission policies and program of services to determine whether it should revise its policies and program to meet the community needs or discontinue operation.

Institutions accepting children for twenty-four hour care assume responsibilities for their total well being. This responsibility is assumed under the handicap of the child's separation from his own home and the handicap of the underlying reasons for separation. Separation of a child from his own home is disturbing to any child, even though he has had a normal and satisfactory adjustment and a secure home. To a child whose adjustment at home has been poor or whose home has been insecure, unstable, broken by death, divorce, or desertion, the separation will be even more upsetting.

The institution must provide the emotional security the child needs in addition to meeting his physical, medical, educational, and recreational needs. This security must be a part of the day-to-day living experience of the child.

Each child must be accepted and treated as an individual by all members of the staff. Those staff members who work directly with the child must make a real effort to understand him and a conscious effort to meet his individual needs. Every child needs recognition for his accomplishments, acceptance by the group and new and stimulating experiences. Some children may need to develop a close affectional relationship with an adult.

The children's relationships to their own parents and relatives should be strengthened wherever possible.

It is impossible to include in a statement of standards a comprehensive presentation of the services to children which should be offered. Certain essential services and programs must be provided and these services must be interwoven into the total program.

CASEWORK SERVICES

The case work program of the institution should be a continuing service to the children. It should begin prior to admission of the child, continue throughout his residence and after discharge, where necessary. These services should be provided by the institution itself in the day-by-day relationship with the child rather than by an outside agency.

If the institution is to provide a meaningful experience for the child, it must not be an isolated living period, it must be a coordinated part of the child's life experience, related to his previous experience and preparing for his future. Even a very brief period in an institution may have a profound effect on a child. Placement, or acceptance for care, of a child away from his own home must, therefore, be a carefully selective act. The institution must accept only those children

it is equipped to serve adequately, to whom it can offer the type of care needed. A skilled case work program is needed to serve adequately children from broken homes who require specialized care, understanding, and support to enable them to become self-sufficient, well-adjusted individuals and return to normal family living. Mere custodial care, however good, is not enough.

Services Prior to Admission

A thorough study of the child as an individual and as a member of his family group and the reason for the request for placement is essential before admission to an institution. An essential part of the intake study is the discussion, with parent or agency making application, of the philosophy and practice of the institution to determine whether this is the type of care wanted and needed. The preadmission study should include a discussion with the child and his family of the plan, the reasons for placement, and of their reactions to it, and the probable length of placement, and should include a visit to the institution before placement.

The institution should be a coordinated part of the over-all child welfare program in the community and should be sufficiently aware of other community services so that if preadmission study shows institutional placement in the particular institution to be inadvisable, referral to an appropriate agency may be made.

The preadmission study should include whatever reports and clearances are necessary to determine the need for the institution's services, such as psychological reports, school reports, social service exchange clearance, and reports from other social agencies.

If preadmission studies and continuing case work service must be done by cooperating agencies and not by institution staff, a close working relationship between institution and agency, and complete understanding of the institution's program by the agency is essential.

Services to Children While They Are in the Institution

Case work services should be available to the child throughout his stay in the institution. Individual attention as needed should be given in assisting the child to use the benefits of group living and in solving problems as they arise. Special care should be taken to see that the child who reacts by withdrawal is not ignored because he does not cause trouble.

Case work services with the child's family must also be continued and efforts to strengthen family relationships should be continuous, keeping in mind the ultimate goal of returning the child to normal family and community living.

Ties, not only with parents, but also with relatives and friends are of vital importance and should not be discouraged except as a part of a carefully considered plan of treatment.

Behavior

Some disturbing behavior is to be expected in all children and children who have been through trying experiences will show the results of these experiences in some manner. Some common expressions of insecurity among children placed away from home are bedwetting, running away, masturbation,

defiance, stealing, destructiveness, or over compliance or withdrawal. Understanding the reasons for behavior is necessary before plans for treating unacceptable behavior can be made. Behavior which the houseparent or supervisor is unable to understand should be discussed with the case worker, psychiatrist, or some other person skilled in child guidance. Disturbed children may require treatment in a child guidance clinic or psychiatric treatment. The institution should make arrangements for such services when necessary.

In working with the children in a close living relationship, and treating a common pattern of behavior, encouragement and praise of good behavior and sincere effort is often more effective than punishment of misbehavior. The child's reasons for the behavior and the reasons why it is unacceptable must be understood by both the child and the adult. Often, this will be sufficient to bring about improvement.

Disapproval by a loved adult may be a severe punishment to a child. It is important that any punishment be given by an adult who accepts the child, who can make it clear that it is the behavior that is unacceptable and not the child.

Children must not be punished before the group.

Any type of corporal punishment, infliction of bodily pain or discomfort, deprivation of meals, or degrading or humiliating punishments shall not be used. Deprivation of privileges may be a useful technique, but children must not be deprived of essentials, allowances for example, or visits from parents.

Any punishment must be determined on an individual basis and should be related to the undesirable behavior. Requiring children to accept the natural consequences of their acts may be desirable experience, provided the consequences are not too drastic.

Group pressures and group values have an influence on the individual, and are one of the values of group living, and are a natural part of group living. Self-government systems may use the values of group pressures in an unnatural and artificial way, since children cannot actually govern the institution. Where self-government systems are set up, there may be danger of domination or punishment of children by other children in a destructive way.

Merit systems or systems of rewards set up competition between children in areas where competition should be avoided. A child should strive to do the best he can as an individual, not to be the best of the group. Every child should receive recognition for his achievements and efforts, and if a system of rewards can give something to every child, it can be used to advantage.

Plans for Discharge and Supervision After Discharge

Each child should be admitted to the institution with a definite plan for the termination of his stay, the plan for discharge to be made not in terms of an arbitrary time limit, but in terms of the purpose to be achieved by placement, the child's needs and how they are being served by the placement. No child should be placed in an institution for an indefinite stay because it is the easiest way to dispose of the child's need for care.

No child should remain in an institution when he can receive no further benefit from group living, or when group care is no longer the best plan for him.

Discharge from an institution should be individually planned on the basis of the child's needs with the child himself participating in planning and being aware of plans and the reasons for them. Supervision and case work service should be available after discharge if needed and if the institution cannot offer this service, referral should be made to other social agencies in the community.

Case Records

Institutions shall maintain adequate case records for each child and family which shall include a report of original study, and progress reports of the child under care, including behavior and treatment, and his feelings, attitudes and reactions, and of work with the child's family. Case records shall contain information that will aid in understanding the placement request and the purpose of the placement. The record shall contain a progressive record of the child and his family, the developing plans for his care and evaluation of the child's use of the institution's services. The record shall include medical records, reports of initial medical examination, continuous record of communicable diseases, illnesses, and medical treatment. School reports, psychological reports, etc., should also be a part of the child's record. Plans for discharge, record of discharge, and plan for supervision after discharge shall be included.

MEDICAL CARE

Every child must receive adequate medical care, including preventive care and treatment of illness or defect. An institution which accepts full responsibility for a child must provide a complete program of medical care, including admission examination, immunizations, emergency medical care and hospitalization, remedial treatment, preventive care, and dental care, and shall maintain adequate medical records. Institutions accepting only emergency short-term placements must provide for admission examinations and emergency medical care and should be aware of any other medical needs and are responsible for reporting such needs to the responsible person or agency. Medical services may be provided directly or through community medical facilities.

Institutions operated by religious groups depending on prayer or other spiritual means of healing are exempt from the medical care requirements, provided that they limit admissions to children of their own religious faith and have on file for each child a signed statement from his parent or guardian indicating adherence to or acceptance of such religious belief and requesting that no medical care be provided.

Where children of religious faith depending on prayer or other spiritual means of healing are admitted to other institutions, they may be exempted from complete admission examinations, but must be determined to be free from communicable disease and their parents or guardian shall be requested to sign a statement indicating that no medical care is to be given.

Admission Examinations

A complete physical examination, including tuberculin test or chest X-ray and other tests as indicated, must be made of each child prior to admission or within twenty-four hours after admission. The physician making the examination must report the results in writing and in enough detail to show the child's physical condition and development, freedom from communicable diseases,

Figure 1. A schematic diagram of the experimental setup. The subject is seated in a chair, viewing a video screen. The screen displays a target (a small circle) and a starting point (a larger circle). The subject's hand is positioned at the starting point. The distance between the starting point and the target is labeled as 'Distance'. The subject is instructed to move their hand from the starting point to the target. The video screen is connected to a computer system, which records the hand's position and movement time.

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and his ability to take part in group activities. -- should include a health history of previous illnesses and immunizations and recommendations for future care or examinations.

Immunizations

Each child must be immunized against smallpox and diphtheria, and children under six years of age for whooping cough. Immunization against tetanus is recommended and routine typhoid fever immunization may be advisable. If it is not known whether or not immunizations have been given previously, tests to determine immunity may be advisable, before immunizations are given.

Medical Care and Hospitalization

Every institution must provide for the services of a qualified physician, preferably a pediatrician, licensed to practice medicine and surgery in California.

Employment of a pediatrician on a regular salaried basis to make regular visits or to be available at scheduled hours at his office is strongly recommended.

A plan should be made by the institution's staff physician or medical committee with a community hospital or hospitals for admission of children when hospital care is necessary. If such a plan is not made, it may be difficult to secure admission of children in emergencies because of limited capacity and great demand for hospital care.

Authorization by parent or guardian is required by hospitals and doctors before medical care or treatment will be given. Parents should be contacted whenever medical or surgical care is necessary and written permission specifically secured. It is recommended that a blanket authorization to provide emergency medical care be secured at the time of the child's admission to the institution to be used in the event that the child's parent or guardian cannot be reached in an emergency. A sample form is obtainable from the State Department of Social Welfare. It is suggested that institutions consult with their medical advisor and the hospital authorities as to the adequacy of their emergency medical authorization to avoid any delay in time of emergency.

Remedial Treatment

Provision should be made for the correction or treatment of remediable defects or deformities. If another social agency or the child's parents or guardian retains this responsibility for the child, the institution should promptly notify the agency or parent of any need for treatment, and plan with the parent or agency for the necessary care.

Preventive Medical Program

Regular physical examinations at yearly or half-yearly intervals (or more frequently when recommended by the physician or as need indicates) are important in the maintenance of good health. Equally important, however, is the establishment of healthful habits of eating, sleeping, play, and cleanliness which should be encouraged by the child-care staff. Houseparents should be given guidance in recognizing indications of illness and responsibility placed for reporting any signs of ill health in the children under their direct supervision.

Dental Care

Dental care must be provided by the institution or the social agency responsible for the child or the child's parents. Routine dental examinations every six months and care, including cleaning, filling, extraction, replacement of missing teeth or use of space retainers and straightening of crooked or crowded teeth are essential to good health and its maintenance.

Medical Records

An individual medical record shall be kept for each child and should be a part of the complete social record maintained by the institution. Where medical records are kept in the doctor's office or infirmary, pertinent information shall be included in the social case file, including reports of general health, recommended treatments, any restriction of activities and need for future examinations. The child's medical record should include:

1. Medical authorization for emergency medical or surgical care signed by parent or guardian.
2. Report of preadmission physical examination and recommendations, including the child's and family's medical history.
3. Laboratory reports of tests and immunizations.
4. Records of illnesses, treatments, and medications.
5. Reports of re-examinations and recommendations.
6. Reports of corrective treatment.
7. Height and weight records.

Reports

Any deaths of children in institutions shall be reported to the State Department of Social Welfare within forty-eight hours. (Section 1628, Welfare and Institutions Code)

NUTRITION AND CLOTHING

An adequate nutritious diet designed to meet the needs of children shall be provided. Three meals a day shall be served (unless children obtain lunches at school). If lunches are obtained at school, it is the responsibility of the institution to determine the general pattern of the school lunches and plan the rest of the meals with this in mind. Since growing children expend food energy rapidly and usually are not able to consume enough food at the noon meal to supply total energy needs for the afternoon period, they need to be provided with some type of snack immediately after return from school. Fruit, cookies, and milk, for example, are nutritious and are also easily distributed and do not require extra dishwashing. The after school snacks should be included in the over-all dietary plan.

Supervision shall be given at meal time by staff members. Except for tea and coffee, staff members who eat in the children's dining room should not receive different food from that served to the children. Both table manners and good eating habits are important. A pleasant harmonious atmosphere should prevail, and conversation should be encouraged. Attention should be given to the eating habits of

individual children who should be encouraged but never forced to eat well-balanced meals. The serving of well-cooked, well-balanced meals in an appetizing manner and in an atmosphere free from nervous tension and strain will help promote good eating habits.

The Daily Diet

Meals and menus should be planned by a person with a knowledge of the nutritional needs of children, food planning, and food service.

Menus should not be repetitious and should be planned to vary with the season. Advantage should be taken of seasonal fresh fruits and vegetables. In no case should the menu be so planned as to have the same food regularly on the same day of the week.

The daily diet shall include:

1. Meat, poultry, fish, eggs.

Meat, fish, poultry - 1 serving

Eggs - 3 to 4 per week

3 to 4 used in other food

Cheese - cottage or cheddar

Other protein rich foods - as dry beans, split peas, soy beans, peanuts, and peanut butter occasionally.

2. Citrus fruits or tomatoes.

1 serving of 4 oz. citrus juice or 1 cup of tomato juice or 1 large orange, cantaloupe or strawberries may be substituted in season.

3. Milk.

1 quart for children - 3 to 4 cups to drink plus some in cooking
1 pint for adults.

4. Dark green leafy and yellow vegetables.

1 serving

5. Potatoes and other fruits and vegetables.

Potatoes - 1 or 2 servings*

Vegetables - 1 serving

Fruits - 1 serving

6. Wholegrain and enriched bread and cereals.

Cereal, wholegrain - 1 serving

Enriched or wholegrain bread - at each meal

7. Butter or fortified margarine.

2 to 3 level tablespoons

*Rice or paste foods as macaroni, spaghetti may be substituted for potatoes once per week.

Note: Sweets: to round out meal and for calories.

Vitamin D: Fish-liver oils are regarded as food for younger children and should be given in amounts as recommended by the institution's pediatrician or physician.

Additional material on nutrition is available without charge from the State Department of Social Welfare.

Milk Supply

Only pasteurized milk shall be used. Institutions having their own dairies must comply with local and state regulations governing the maintenance of dairies. All cows must be tested and found free from tuberculosis and undulant fever.

Home-canned Foods

All home-canned foods must be processed in accordance with acceptable procedure for proper home canning. A bulletin concerning safe and acceptable methods is obtainable from the University of California Extension Service, Giannini Hall, University of California, Berkeley, California.

Home-canned vegetables, meat, or fish should not be eaten or tasted without boiling for at least fifteen minutes after removal from the container, because of danger of botulism.

Clothing

Clothing shall be of current style, becoming, well-fitted, clean, and of a quality and appearance which will not distinguish the children from the institution from other children in the community.

Clothing must be individual and each child's clothing should always be considered his personal property. Each garment should be marked inconspicuously with the child's name.

Used clothing should be worn only when properly renovated and fitted. Used shoes shall not be given to other children.

Selection of clothing, care of clothes, and for older children, repair of clothing are educational experiences necessary to prepare for normal adult living. Children should participate in the selection of clothing and should be allowed to exercise freedom of choice whenever possible. A feeling of pride in personal appearance and responsibility in care of clothing should be instilled in each child by instruction and supervision and by participation in selection.

RECREATION

Recreation is of importance to physical and mental health and social development and a well-rounded recreation program must be provided for all children. The institution's recreation program should be coordinated with the community recreation program. Wherever possible, the children should be free to use community recreation facilities, such as swimming pools, playgrounds, skating rinks, and to join clubs, such as Boy and Girl Scouts, Camp Fire Girls, YMCA and YWCA, 4-H, and church young people's groups. It is desirable that participation in these activities be on an individual basis and not on a mass basis where mixing with other children in the community becomes practically impossible.

When the community does not have sufficient recreation facilities to meet the needs of children in the institution, or where the institution is so large that its children would overwhelm the community children by numbers, the institution must provide the needed recreation facilities, and should share them with the community. Whatever the community provides, the institution should provide the type of recreation ordinarily found in a child's own home.

A well-rounded recreation program should include:

1. Provisions for active play, outdoor and indoor. Exercise out of doors, fresh air, and sunshine must be part of every child's life.
2. Provisions for quiet recreation, reading, hobbies, music, dramatics, and handcrafts.
3. Social recreation with boys and girls and with children outside the institution, dances, parties, and dates for the older children.
4. A continuing family-type recreation, celebration of birthdays, holidays, and special events.
5. Activities that will meet the needs of all types of children, including time for doing nothing, being alone, or with selected friends; active, vigorous play; team sports, and individual games.
6. Activities that will carry over and prepare for enjoyment of recreation in adult life, such as hobbies, music and art, and non-team sports.
7. Both organized and directed activities and time for free play.

Children should be encouraged but not forced to participate in varied recreational activities. Every child must have opportunity to exercise free choice of activities, time to be alone if he wishes and places to go where he will not be disturbed.

The houseparents will have the responsibility for parts of the recreation program, the family type activities, and some of the quiet play. There should be some staff member responsible for the over-all planning of recreational activities and if the institution is a large one, a recreation director is essential.

EDUCATION

The institution has responsibility for the over-all education and training which is necessary for a well-rounded development. In addition to academic and vocational education which may be provided by the institution directly or by community schools, the institution must provide positive moral values, opportunity for religious training, training in social customs and experience in normal social activities, and experience in working, saving, and handling money.

Academic Education

Because community contacts are of great value to children, academic education is usually best provided by attendance at schools outside the institution. Institution staff should participate in school activities by

joining parent-teacher associations and attending school functions in which the children are participating. They should also work closely with teachers in securing the best possible adjustment of individual children. It may be necessary to provide tutoring, if recommended by the school, for children who need such help.

It is essential that children from an institution be accepted in the community schools as individuals and not as "institution children". There must be no segregation of children from the institution and no regular style of clothing or other uniformity which would set apart the institution children from other children.

School attendance must be in conformity with the State Education Code. Each child should be assisted in securing academic or vocational training commensurate with his abilities. Staff members should be aware of the differences in rate of development between different children, and no child should be expected to do more than he is capable of doing.

Schools operated by institutions should offer educational opportunities comparable to those offered by the public schools.

Just as every child should have academic education according to his interests and abilities, so must vocational training and guidance be available. The institution must be aware of the individual child's needs and abilities and is responsible for planning with the child for adequate vocational guidance and training.

Where the institution offers a vocational training program, it should supplement rather than duplicate community programs.

Social Customs and Experience

Every child should learn to get along with other children of his same age and sex as well as with the opposite sex and should also learn what is acceptable behavior in other groups, in public, in school, with adults and with families. Every child needs to have experience in various social activities, to entertain and be entertained, to learn manners, and customary social usages. All those things which are generally learned by the child in his own family through day-by-day experience must be consciously planned in an institution. While adjustment to group living in the institution is important, the purpose of institutional placement must include preparation for living outside of the institutional setting. Children should be able to invite their friends into the institution to play, to attend parties, and to meals as they would in their own homes. They should be permitted to visit in the homes of their friends. Both boys and girls should learn to prepare and serve simple meals. In cottage plan institutions this can be more easily provided. In a congregate institution special arrangements will be necessary.

Religious Training

Children must be permitted and encouraged to attend the church of their own and their parents' choice and to participate in church activities, and attitudes of religious tolerance must be fostered. Where children attend community churches, opportunity should be given for the children to attend as individuals rather than in a large group.

Where children of different religious faiths are cared for together, consideration must be given to the religious customs of daily living of the different faiths.

Economic Experience

Opportunity must be provided for children to save and spend money, in order to teach by experience money values and property rights. Every child should have an allowance and it is the institution's responsibility to make arrangements for allowances. Wherever possible, children should be allowed the experience of selecting and buying clothes and personal articles for the experience in handling money and in making decisions.

Children should be given opportunity on an individual, voluntary basis to earn money in addition to their allowances by doing work either within the institution or outside the institution after school. Care must be exercised, however, to see that the child labor laws are not violated as to hours of employment, type of occupation, work permits, and wages.

Household Duties

Children shall not be expected to do the work of cleaning, laundry, gardening, etc. Children must learn to accept a share of responsibility for keeping their home clean, orderly, and attractive, as a means of participation in group living and as preparation for adult life. They need to learn how to do varied household tasks and outdoor chores. They should be given a variety of chores and tasks to do and should have some choice. Ordinarily, responsibility for his own belongings, bed making, and keeping his room in order is given to each child. It is necessary to learn to take pleasure in work and pride in a job well done. Assignment of extra chores should not be used as punishment for unrelated behavior.

Sex Instruction

It is important for children to develop wholesome attitudes about sex and to have accurate knowledge according to their needs and understanding. Houseparents or group supervisors working closely with the children should be able to give honest and appropriate answers to the children's questions. The importance of sex instruction and the handling of day-to-day questions as they arise should be a part of staff induction and development programs. Pamphlets and articles on this subject can be obtained.

ACCEPTABLE METHOD OF WASHING AND SANITIZING DISHES AND UTENSILS

All multiuse eating and drinking utensils--dishes, glasses and silverware--must be thoroughly cleansed after each usage in such a manner as to be clean to the sight and touch, and effectively treated to destroy harmful bacteria. The following procedures are necessary to achieve this result, and all five steps, including one of the alternate bactericidal processes under Item 4, should be followed whether hand or machine methods are used:

1. Utensils should be carefully rinsed or scraped to remove gross food particles before washing. This will help to keep wash water clean longer and to maintain a concentration of detergent in the water.
2. Utensils should be washed in warm water (100° F to 120° F)* containing an adequate amount of an effective soap or detergent to remove grease and solids. The quantity of soap or detergent needed should be determined from the label of the product used, or if a dishwashing machine is used, according to instructions for the particular machine. The soapy dishwater should be changed at frequent intervals so that it is kept reasonably clean, if dishes are done by hand.
3. Utensils should be thoroughly rinsed in clear water after washing. This is particularly important if chemical treatment to sanitize dishes is used. (See 4b and 4c below)
4. Utensils should be subjected to one of the following approved bactericidal processes:
 - a. Immersed in hot water at a temperature of 180° F* for a period of not less than 30 seconds. If dishwashing machines are used, only those which maintain water at this temperature will satisfy this requirement.
 - b. Immersed in a chlorine bath containing at least 100 p.p.m. for one-half minute.

Add the quantity indicated for type of product used to obtain a concentration of 100 p.p.m. in 20 gallons of water.

Chlorine Products (Dry Powder) Containing Available Chlorine of		Quantity	
70%		1 Tbsp.	or .4 oz.
50%		1 1/2 Tbsp.	" .5 oz.
25%		3 Tbsp.	" 1 oz.
15%		5 Tbsp.	" 2 oz.

Chlorine Products (Liquid)		Quantity	
12 1/2%		5 Tbsp.	or 2 oz.
5%		10 Tbsp.	" 4 oz.

- c. Immersed in a solution containing 200 p.p.m. quaternary ammonium compound for at least two minutes. (See instructions on label of quaternary compound for making up 200 p.p.m. solution.) (Quaternary compounds may not be acceptable under some local laws.)
5. Utensils should be drained dry and stored in clean, dry cupboards, protected from flies, dust, and other contamination. If rinse water is hot enough dishes will dry in about one minute without toweling. If toweling is necessary, clean towels must be used.

* Temperature of water should be checked by use of thermometer at regular intervals.

Prepared with the assistance of the State Department of Public Health, Bureau of Sanitary Engineering.

GUIDES FOR PREPARING BUILDING PLANS
FOR AN INSTITUTION FOR AGED OR FOR CHILDREN

These guides should be followed in preparing blueprints of plans for a new building or for major alterations in existing ones.

1. Four copies of the blueprints shall be submitted to the State Department of Social Welfare, at least 30 days prior to planned date of start of construction. *
2. The architect drawing up plans should follow the provisions of the Uniform Building Code.
3. Plans submitted should include a plot plan to scale showing the location of the proposed building, other property located within fifty feet, the nearest property line, the street intersection, and any pertinent information which would assist in locating the proposed building on the property.
4. Blueprints should include a complete floor plan of the proposed buildings, indicating all exit facilities such as stairways, ramps and doors. The direction of the swing of doors, width of corridors, and width of doors and windows should be shown.
5. If heating equipment is to be installed in the basement, a detailed plan of this area with the type of equipment to be used, method of venting, and type of fuel is necessary. In all instances the location of the heating equipment and first aid fire-fighting equipment should be indicated in the plans.
6. A brief, concise statement on the face of the blueprints is needed to describe general building construction specifications. For example: Exterior walls, one hour metal lath and stucco; interior walls, metal lath and 3/4" plaster; floors, concrete slab; roof, Class C asbestos shingles, etc.

*NOTE: Approval by the State Department of Social Welfare of building plans submitted does not necessarily ensure the issuance of a license, since licensing action must be based upon a consideration of the total program of the institution.

TITLE 22-CH2

MAIN OFFICE
SACRAMENTO
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
June 1, 1949

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of Manual Letter No. 132 which is being filed in accordance with Section 11380 of the Government Code.

These regulations were adopted by the State Social Welfare Board in so far as they pertain to APSB pursuant to the powers conferred upon it by the Welfare and Institutions Code, Section 103, on May 27, 1949.

Very sincerely yours,

Myrtle Williams
MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency).

Myrtle Williams
(Signature)

Director
(Title)

3 6-1-49
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14

June 3, 1949

FILED

in the office of the Secretary of State
of the State of California

JUN 1- 1949

At 3:10 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Robert H. Jordan*
Assistant Secretary of State

MANUAL LETTER NO. 132

The attached revision is to be entered in your Manual of Public Assistance Policies and Procedures and the revision number canceled on the separator of the revised chapter:

Investigation and Decision

Revision 210

This revision was adopted with respect to APSB by the Social Welfare Board on May 27, 1949, and is to be effective July 1, 1949.

New Sec. 235-05 provides that an eye examination in the home of the applicant or recipient may be authorized by the local welfare agency only when it has obtained a statement from the attending physician or, if there is no attending physician, a statement from the social worker, that it would constitute a physical or mental hazard for the person to be transported to the office of the examiner.

Department Bulletin No. 338-A is now obsolete.

Myrtle Williams

235-20 (Continued)

Page 2 of 235-20

2. Full-Time Private Instruction

Enrollment at private or parochial grade school, high school, trade school, or college maintaining full-time curriculum.

3. Part-Time Public Instruction

Enrollment at public continuation school or night school for three hours a day or a minimum of four hours a week.

4. Vocational Training

Enrollment for part-time private course such as beauty school of business college, provided attendance at such schools is acceptable to attendance authorities under the compulsory attendance laws.

5. Home Instruction of Physically Handicapped Child

Enrollment in home instruction under the public school system when physical impairment prevents the child from attending school.

TEMPORARY ABSENCE DEFINED

Absence due to reasons customarily accepted under the compulsory attendance laws of the state, or occasioned by religious holidays, regular vacation period, ill health of the child, temporary work permits, or suspension of not over two weeks is considered a temporary absence.

TERMINATION OF ENROLLMENT DEFINED

Termination of enrollment is:

1. Completion of course;
2. Student's abandonment of, or failure to resume course;
3. Expulsion for failure to comply with the rules and regulations of the school.

SCHOOL YEAR AND VACATION PERIOD DEFINED

For administrative purposes the school year and the vacation period are designated as follows:

The school year begins in September but after September 1, and closes after May 1, but before June 1.

The vacation period begins on June 1, and ends on September 1.

METHOD OF VERIFICATION OF ENROLLMENT

The county shall verify the child's attendance at school by discussion with, or by means of a statement signed by, the parent or caretaker unless there is other verification on file. The discussion shall be recorded in the narrative record or the signed statement shall

(Section Continued on Next Page)

235-05 HOME EYE EXAMINATIONS
SB, APSB**235-05**

An eye examination in the home of the applicant or recipient may be authorized by the local welfare agency only when it has obtained a statement from the attending physician or, if there is no attending physician, a statement from the social worker, that it would constitute a physical or mental hazard for the person to be transported to the office of the examiner.

Such a statement shall accompany the Physician's Report of Eye Examination (Form Bl 227) submitted to the SDSW if the examination is made in the home.

(See Secs. 235-00, Physician's Report of Eye Examination, 180-50, Re-examination of Eyes to Determine Continued Eligibility and 645-31, Expenditures for Eye Examinations.) (WIC 3460; Art. XXV, Calif. Const.)

235-15 VERIFICATION OF REQUIREMENTS FOR FEDERAL PARTICIPATION
ANC**235-15**

The county shall determine whether children for whom ANC is granted meet the requirements for federal participation in the grant of aid. Such participation is available when the child is eligible under the provisions of the ANC law and the following federal requirements are met:

1. The child under 16 years of age is living with an eligible payee (See Sec. 628-00, Payees Eligible Under Social Security Act), OR
2. The child who is 16 years of age and under 18 years of age is living with an eligible payee and is regularly attending school (See Sec. 235-20, School Attendance as Requirement for Federal Participation, and 627-80 Federal Participation on Children Between Ages of 16 and 18 Years). (WIC 1560; FSS-Admin.)

235-20 SCHOOL ATTENDANCE AS REQUIREMENT FOR FEDERAL PARTICIPATION
ANC

Page 1 of 235-20

When a child between 16 and 18 years of age, who meets other federal requirements, is regularly enrolled in school, federal participation may be claimed. (See Sec. 235-15, Verification of Requirements for Federal Participation.) Such participation is available even though intermittent or temporary absences from school may occur, provided such absences do not result in termination of enrollment.

REGULAR SCHOOL ENROLLMENT DEFINED

Regular school enrollment is defined as instruction under any of the following conditions:

1. Full-Time Instruction

Enrollment at public grade school, high school, trade school, or college maintaining full-time curriculum.

(Section Continued on Next Page)

T/TH 22-ch 2

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Myrtle Williams
(Signature)

Director
(Title)

6-8-49
(Date)

Myrtle Williams
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
June 7, 1949

FILED

in the office of the Secretary of State
of the State of California

JUN 9- 1949

At 9:00 o'clock A. M.

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 367 (OAS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Termination of Agricultural
and Nursing Service Income
Exemption

The exemption of certain income from agricultural employment and nursing service in OAS will terminate on June 30, 1949. Therefore, effective July 1, 1949, net income from either source must be considered in determining the amount of the security grant.

There is no pending Federal legislation providing for the extension of the previous exemptions under Public Laws 45 and 131. Accordingly all cases in which there has been an exemption of income from either agricultural employment or nursing service should be reviewed immediately and appropriate grant adjustment made effective July 1, 1949.

Department Bulletins 257, issued June 26, 1945, and 304, issued July 3, 1947, relating to the exemption of agricultural and nursing service income are hereby rescinded. Appropriate revisions to the OAS Handbook will be released at an early date.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

MAIN OFFICE
SACRAMENTO
616 K STREET
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LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
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SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
June 8, 1949

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

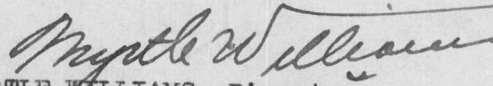
Attached are three copies of the following regulations which are being filed in accordance with Section 11380 of the Government Code.

DEPARTMENT BULLETIN NO. 367 (OAS) dated June 7, 1949

These regulations were issued on the above date by the Director of the State Department of Social Welfare under authority of Section 4 of Article XXV of the California Constitution.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,



MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

TITLE 23 - CH 4

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Margit K. Williams
(Signature)

Director
(Title)

6/7/49
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14

June 3, 1949

FILED

in the office of the Secretary of State
of the State of California

DEPARTMENT BULLETIN NO. 366 (APSB, ANG)

JUN 9 - 1949

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS
LOS ANGELES COUNTY JUVENILE COURT
SAN FRANCISCO COUNTY JUVENILE COURT

At 9:00 o'clock A. M.

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*
Assistant Secretary of State

Subject: Retroactive Payments in APSB
and ANG

The following rules and regulations supersede certain portions of Manual Section 361-25 as it applies to APSE and ANC and provide for the mandatory payment of retroactive aid in the APSB and ANC programs under certain conditions.

The opening paragraph in Section 361-25 is amended to provide that no warrant under \$1 shall be written by the county for retroactive aid. Accordingly, this paragraph is changed to read:

"Retroactive aid means aid paid in a subsequent month for some preceding month or months. All payments of aid shall be made within the month for which aid is granted (see Section 611-50, Beginning Date of Aid--New Applications) except that retroactive aid shall be paid by the county in the following types of situations (see Section 626-50, Supplemental Aid Claims) and only when the warrant for retroactive aid totals one dollar or more."

Item "9" of Manual Section 361-25 is changed to provide that retroactive aid shall be paid:

"9. When it is determined that an application was erroneously denied, or aid erroneously discontinued, the county shall rescind the erroneous action and retroactive aid shall be paid under the following circumstances and limitations:

- a) Recission of denial of an application (see Section 201-25, When Application to be Taken). The rescinding action shall be taken within one year from the date of the action which is being rescinded, and the date of the original application governs the date when aid will begin. The action granting the application should be taken during the month of recission in order to obtain federal participation. (See Sec. 627-30, Item 2, Federal Participation.)
- b) Recission of an erroneous action discontinuing aid: The rescinding action shall be taken within one year from the date of the action which is being rescinded." (See Sec. 627-30, Item 7, Federal Participation.)

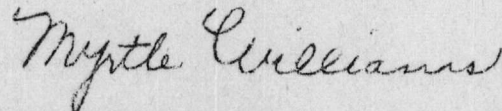
Also, Item "11" of Manual Section 361-25 is changed to provide that retroactive aid shall be paid:

"11. When a payment was made in conformity with the authorized award and it is subsequently determined that the recipient was eligible for a larger grant due to a change in need or income provided such retroactive payment can be authorized and delivered before the end of the second month following that in which the recipient was underpaid.

Example: ANC in the amount of \$150 was paid for October to meet the budget deficiency for a family of mother and four children. On November 10, the county learned that the family took out their first life insurance policy on October 1 on which the amount of the monthly premium was \$4, thereby increasing the needs for October by \$4. The board of supervisors shall grant \$4 retroactive aid for October. Action shall be taken in November or December and the warrant shall be delivered not later than December 31."

(See Section 627-30, Federal Participation.)

Very sincerely yours,

A handwritten signature in cursive script that reads "Myrtle Williams".

MYRTLE WILLIAMS, Director
Department of Social Welfare

MAIN OFFICE
SACRAMENTO
616 K STREET
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STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR
Sacramento 14
June 7, 1949

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

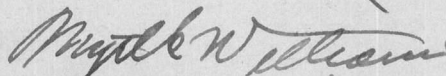
IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of Department Bulletin No. 366
filed in accordance with Section 11380 of the Government Code.

These regulations were adopted by the State Social Welfare
Board pursuant to the powers conferred upon it by the Welfare and
Institutions Code, Section 103, on May 27, 1949.

Very sincerely yours,



MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

TITLE 25 - CH 2

Certified as a Regulation (or
Regulations) of the

State Dept of Social Welfare
(Name of State Agency)

Myrtle Williams
(Signature)

Director
(Title)

July 6, 1949
(Date)

Myrtle Williams
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE **FILED**

616 K STREET
SACRAMENTO 14
July 1, 1949

in the office of the Secretary of State
of the State of California

JUL 7- 1949

At 11:10 o'clock A M.

FRANK M. JORDAN, Secretary of State

By Robert M. Jordan
Assistant Secretary of State

BOARDING HOME MANUAL LETTER NO. 17

The attached revisions 90 through 93 are to be entered in your copy of the Manual of Boarding Homes for Aged and Children.

These revisions were approved by the Social Welfare Board on June 24, 1949, and are effective on August 1, 1949.

Sec. III-700 has been revised for clarity and emphasis to include the statement that no persons with chronic illness necessitating nursing care shall be admitted to boarding homes for the aged.

Sec. V-310 as revised makes it clear that annual fire clearance shall be obtained for boarding homes for children accommodating more than six foster children for day care or 24-hour care.

Sec. V-313 has been amended to specify the items of information to be included in a request to the State Department of Social Welfare for fire clearance by the State Fire Marshal.

Sec. V-460 as revised clarifies instructions on licensing boarding homes with expanded summer programs.

III-750 RECREATION

III-750

The operator should encourage and make possible social, recreational and religious activities appropriate to the individual's interest and physical condition. Participation should be voluntary. The needs of the aged are not fully met by merely providing room, board and care. The aged also have recreational and social needs which the individual himself often does not recognize. Even though the aged guest may have outlived the members of his family, or the friends of his youth, and may feel his productive days are over, the aged person should be encouraged to participate in activities of the community in accordance
(Section Continued on Next Page)

III-700 HEALTH AND MEDICAL CARE

III-700

1. Health examination of family and staff. It is desirable that members of the family and the staff have an annual physical examination as a safeguard to the guests under care.
2. Pre-admission physical examination. It is desirable that the operator require each guest to have a pre-admission physical examination and that each guest have an annual physical examination. This is important from the standpoint of the guest, as well as a protection to the operator. No persons suffering from tuberculosis or any other contagious or infectious disease shall be cared for in a home for the aged. No persons with chronic illness necessitating nursing care and no persons convalescing from illness requiring nursing care shall be admitted to boarding homes for the aged. Operators who wish to give this type of care shall be referred to the State Department of Public Health for licensing (see Secs. I-200 and I-210).
3. Arrangements for medical care. At admission, arrangements should be agreed upon between operator and guest, or person responsible for the maintenance of the guest, as to what physician shall be called in the event of illness, and who shall be responsible for payment for drugs and professional services.

A physician shall be called at the onset of illness and in cases of temporary illness nursing care shall be provided or the patient removed from the home.

Drugs and medicines prescribed for one person shall not be administered to any other guest. The administration of remedies without the authorization of a physician constitutes medical practice without a license and is in violation of the following state law:

"Any person who practices or attempts to practice, or who advertises or holds himself out as practicing, any system or mode of treating the sick or afflicted in this State, or who diagnoses, treats, operates for, or prescribes for any ailment, blemish, deformity, disease, disfigurement, disorder, injury, or other mental or physical condition of any person, without having at the time of so doing a valid, unrevoked certificate as provided in this chapter, is guilty of a misdemeanor." (Sec. 2141, Business and Professions Code.)

Rubber sheets or satisfactory substitute, frequent changes of linen, bedpans, hot water bottles, bed lights, back rests, book rests, trays, and other equipment shall be provided as needed for the care, comfort and safety of guests during temporary illness.

V-316

CASE PROCESSING

V-316

DENIAL OF FIRE SAFETY CLEARANCE

V-316

See Sec. V-830 regarding action to be taken when the fire authority denies fire safety clearance.

V-320

OTHER CLEARANCES

V-320

Clearances other than for fire safety, such as health or housing, which may be required because of special problems, shall also be on file.

V-310

FIRE SAFETY CLEARANCE

V-310

The following boarding homes shall be referred to local fire departments annually for clearance before license is issued (Form BH 23.6 is available for this purpose):

Aged Homes:

1. Boarding homes for the aged accommodating more than nine aged persons of the ambulatory type only.
2. Boarding homes for the aged accommodating non-ambulatory persons and accommodating more than six guests.

Homes for aged accommodating more than six guests should be referred for fire safety clearance if any guest (or guests) is non-ambulatory.

For the purpose of deciding upon referral to the fire safety authority, a non-ambulatory guest shall be considered one who is incapable of leaving the building without assistance of any type in event of an emergency.

3. Any aged boarding home which appears to present a fire hazard.

Children's Boarding Homes:

1. Boarding homes for children accommodating more than six foster children for day care or 24-hour care.
2. Boarding homes for children (day or 24-hour care) located in Federal Housing Projects.
3. Any children's boarding home which appears to present a fire hazard.
4. In boarding homes with expanded summer programs, all temporary structures used in summer only regardless of the number of children cared for.

V-313

CLEARANCE WHEN LOCAL FIRE INSPECTION UNAVAILABLE

V-313

Any boarding home for aged or children listed in Sec. V-310 for which no local fire inspection is available may be licensed without clearance. However, if it is believed fire hazards exist, the home shall be referred to the SDSW which will request inspection by the State Fire Marshal. Referral to the SDSW shall include the following information: name and address of foster parent or operator and directions for reaching the home; number of foster children or aged persons under care and any pertinent information about their physical condition; description of the building and fire hazards noted.

V-460 (Continued)

V-460

For foster homes offering year-round care to less than sixteen children, including the foster mother's own children under sixteen years, and offering summer care to sixteen or more children, the licensing agency issues the license for year-round care. The SDSW will be responsible for issuing a license for the care of the additional children during the summer.

Any other limitations indicated by the study shall be written on the license or included in the transmittal letter.

V-470 RELIGION

V-470

The religion of the foster home may be designated on the license, or this information may be omitted. Such designation, if made on the license, is not intended as a limitation but rather as a guide in making referrals or placements.

V-480 ROUTING OF LICENSE FORMS (LICENSING AGENCY)

V-480

The original license shall be transmitted to the foster mother or boarding home operator with any special instructions and material such as register forms and other pertinent information on diet, home pasteurization of milk, etc. (See Sec. V-340 for other information to be given foster mother or operator either before or at time of issuance of license.)

One duplicate of the license form or carbon copy of information contained thereon shall remain in the case record, and one duplicate copy of the license duly signed shall be sent to the SDSW at Sacramento.

Accumulated copies of licenses issued shall be sent to the SDSW not less frequently than once a month and all duplicates of licenses issued during the calendar month must be received in Sacramento not later than the tenth of the ensuing month.

V-500 RENEWAL CONTROL

V-500

After the license is issued the accredited agency shall enter the case name and expiration date of license in a control file in order that the case will automatically come to attention at least thirty days or other suitable interval before renewal is due.

V-510 RENEWAL OF LICENSE - DUTY OF AGENCY

V-510

Accredited agencies shall secure renewal applications and make renewal studies and reports as these become due. A boarding home license must be renewed annually and a renewal application must be filed each year. (W&IC 1624, 2304) Renewal investigation shall be completed as soon as administratively possible.

V-520 RENEWAL APPLICATION

V-520

Application for renewal of license shall be filed at least ten days prior to its expiration each year. (W&IC 1624, 2304) Foster parents and operators shall be requested to file a renewal application (Form BHC 11 or BHC 11.1). This request may be made during the thirty days before expiration of license or sooner. The request to file a renewal application may be by personal interview. However, the use of a form letter such as that suggested below may be more satisfactory:

(Section Continued on Next Page)

V-430 DENIAL OF LICENSE (INSPECTION AGENCY)

V-430

The same procedure is followed by inspection agencies, except that the agency shall notify the SDSW of its recommendation of denial and the SDSW will, if it concurs in the recommendation, send a letter of denial to the applicant, with a copy to the agency.

V-440 EFFECTIVE DATE OF LICENSE

V-440

No license, original or renewal, shall be issued or bear an effective date prior to completion of the social study.

A boarding home license expires one year from the effective date, unless the license is automatically cancelled by change of address, or is terminated by revocation, request for cancellation, etc. For example, a license effective as of 4/1/46 becomes void at the end of the day on 3/31/47.

The effective date of a license may be the date actually issued, or a subsequent date. For example: License expires 5/31/46; investigation completed 5/20/46, and renewal issued 5/21/46 bearing effective date of 6/1/46.

A license shall not be pre-dated to expiration date of previous license in those instances where the license has automatically expired and a renewal remains pending for a period of time.

V-450 LICENSE NUMBER AND CASE NUMBER

V-450

Each license shall bear the case number and symbol (e.g. BHA, BHC) by which the boarding home case is identified. The case number and symbol may be used in lieu of license number, or, if desired by the licensing agency, both case number and license number may be used.

V-460 LIMITATIONS - NUMBERS, TYPES, ETC.

V-460

The license shall specify the maximum number and the ages and sex of foster children, or the maximum number of aged guests to be accommodated at any one time.

For foster family day care homes the license shall state "For day care only".

When facilities are not adequate to care for non-ambulatory aged guests, even for temporary periods, the license shall state "Ambulatory aged only".

For foster homes which operate a summer program for a larger number of children on the same premises used for year-round care, the license shall clearly state both the number of children permitted for year-round care and the number of children permitted for summer care. If the summer capacity cannot be or has not been determined at the time license is issued for year-round care, a new license shall be issued by the licensing agency when the summer capacity is determined. This license shall indicate the number permitted for year-round care as well as the number for whom summer care is authorized.

(Section Continued on Next Page)

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR
Sacramento 14
July 6, 1949

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

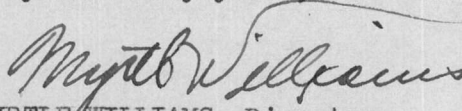
IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Boarding Home Manual Letter No. 17.

These regulations were adopted by the State Social Welfare Board on June 24, 1949, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Section 103 and are filed in accordance with provisions of Section 11380 of the Government Code.

Very sincerely yours,


MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

RECEIVED
SACRAMENTO, CALIF.
1949 JUL 7 AM 11 05
FRANK M. JORDAN
SECRETARY OF STATE

717LC 22-CH2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS

DIRECTOR

Sacramento 14

July 13, 1949

RECEIVED
SACRAMENTO, CALIF.

1949 JUL 16 AM 9 55

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

MAIN OFFICE
SACRAMENTO
616 K STREET
14
LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12
SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

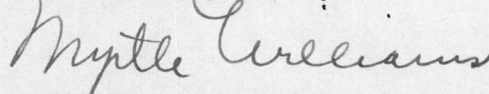
Attached are three copies of the following regulations which are being filed in accordance with Section 11380 of the Government Code.

DEPARTMENT BULLETIN NO. 370 (OAS, SB) Dated July 12, 1949

These regulations were issued on the above date by the Director of the State Department of Social Welfare under authority of Section 4 of Article XXV of the California Constitution.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,



MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
July 12, 1949

DEPARTMENT BULLETIN NO. 370 (OAS, SB)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS

Subject: Recipients Living with
Ineligible Spouses and/or
Families

Effective immediately payments to recipients who live with ineligible spouses and/or in family groups shall not be used to meet the needs of such ineligible spouses and/or families.

This policy is based upon the fact that Old Age Security and Security for the Blind are predicated upon the needs of the individual recipient only, so that the security payments can provide him with a minimum standard of health and decency in keeping with the provisions of Article XXV and the Welfare and Institutions Code.

The foregoing statement of policy does not preclude the pro-rating of such continuing needs as are shared in common with ineligible spouses and/or families.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

FILED

in the office of the Secretary of State
of the State of California

JUL 16 1949

At 9:55 o'clock A. M.

FRANK M. JORDAN, Secretary of State

By *Robert M. Jordan*
Assistant Secretary of State

71145-22-CH2

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Myrtle Williams
(Signature)

Director
(Title)

7-18-49
(Date)

TITLE 22-CH 2

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Myrtle Williams
(Signature)

Director
(Title)

7-13-49
(Date)

MYRTLE WILLIAMS
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
July 13, 1949

DEPARTMENT BULLETIN NO. 371 (OAS, SB)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Old Age Security and Security
for the Blind Warrants

The county welfare director of each county shall check with the county auditor and the county treasurer on the next to the last working day of the month to determine if funds are on hand and if the warrants for Old Age Security and Security for the Blind are to be mailed out on the last day of the month.

In any instance in which either the funds have not been received by the county or the warrants are not going to be mailed on the last working day of the month, this office is to be notified of the reasons, immediately, by wire.

Very sincerely/yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

FILED

in the office of the Secretary of State
of the State of California

JUL 19 1949

At 9:55 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Robert M. Jordan*
Assistant Secretary of State

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
July 18, 1949

RECEIVED
SACRAMENTO, CALIF.

1949 JUL 19 AM 9 51

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

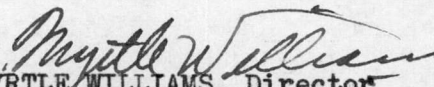
Attached are ^{three} ~~six~~ copies of the following regulations which are being filed in accordance with Section 11380 of the Government Code.

DEPARTMENT BULLETIN NO. 371 (OAS, SB) dated July 13, 1949

These regulations were issued on the above date by the Director of the State Department of Social Welfare under authority of Section 4 of Article XXV of the California Constitution.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,


MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

TITLE 22-CH 2

MAIN OFFICE
SACRAMENTO
816 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
July 19, 1949

RECEIVED
SACRAMENTO, CALIF.

1949 JUL 19 PM 4 51

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

FILED

in the office of the Secretary of State
of the State of California

JUL 19 1949

IN REPLY PLEASE REFER
TO:

At 4:55 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Robert V. Jordan*
Assistant Secretary of State

My dear Mr. Jordan:

Attached are three copies of the following regulations which are being filed in accordance with Section 11380 of the Government Code.

DEPARTMENT BULLETIN NO. 353-A (OAS, SB) dated July 15, 1949

These regulations were issued on the above date by the Director of the State Department of Social Welfare under authority of Section 4 of Article XXV of the California Constitution.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams
MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Myrtle Williams
(Signature)

Director
(Title)

7-18-49
(Date)

Myrtle Williams
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
July 15, 1949

Act XXV
FILED

in the office of the Secretary of State
of the State of California

JUL 19 1949

DEPARTMENT BULLETIN NO. 353-A (OAS, SB)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

At 4:55 o'clock P. M.
FRANK M. JORDAN, Secretary of State
By Robert M. Jordan
Assistant Secretary of State

Subject: Determination of Value
of Insurance Policies

It has not proved feasible in operation to distinguish between life insurance policies and so-called "burial insurance". Actually, all life insurance can be construed as burial insurance in that one of the basic purposes of carrying a policy of insurance is to provide sufficient funds for the last expenses of the insured. Therefore, in determining the value of insurance policies in connection with establishing the eligibility status of applicants for and recipients of Old Age Security and Security for the Blind, the following policies shall govern:

When a policy of insurance on the life of the applicant or recipient has a cash surrender value, such value shall be used in determining the amount of this type of personal property. The cash surrender value of insurance shall be verified through the insurance company, except when examination of the policy or policies clearly establishes that their total face value, together with other types of personal property, is within the maximum.

When a policy of insurance on the life of the applicant or recipient has no cash surrender value because it is payable on death only, the face value shall be used in determining the amount of this type of personal property provided the face value of such policy is \$500 or less. Since this type of insurance has no cash value, it constitutes an effective resource to the applicant or recipient only to the extent of providing a fund with which to meet burial expenses. Therefore, no policy of this type shall be considered to have a value of more than \$500 even though the face value exceeds that sum.

If any so-called "burial insurance" or "death benefits" plan is not in the form of an enforceable policy of insurance for a specific sum, payable on death, such plan shall be considered to have no value in determining the amount of personal property possessed by an applicant or recipient. Examples of this type are to be found in those societies whose "death benefits" for its members accrue by virtue of each individual member paying \$1 upon the death of a fellow member. There is no contract involved and no assurance of any stipulated sum.

In determining the applicant's or recipient's share of community property in the form of insurance policies (when premium payments were made from community funds) on the life of the spouse, only policies having a cash surrender value shall be considered.

The above regulations are to be effective with respect to all actions taken after receipt of this bulletin.

Very sincerely yours,

Myrtle Williams
MYRTLE WILLIAMS, Director
Department of Social Welfare

TITLE 22-CH 2

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
July 25, 1949

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED

in the office of the Secretary of State
of the State of California

JUL 26 1949

At 2 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By

AS SECRETARY OF STATE

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of Department Bulletin No. 369 issued by the State Department of Social Welfare which is being filed in accordance with Section 11380 of the Government Code.

These regulations were ratified by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code, Sections 103, 115, and 116, on July 22, 1949.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams
MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

Certified as a Regulation (or
Regulations) of the

Dep. of Social Welfare
(Name of State Agency)

Myrtle Williams
(Signature)

Director
(Title)

7-25-49
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
July 12, 1949

FILED

In the office of the Secretary of State
of the State of California

JUL 26 1949

At 2 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 369 (Hospitals)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY HOSPITAL SUPERINTENDENTS
COUNTY AUDITORS
COUNTY WELFARE DEPARTMENTS

Subject: Instructions for Completing Form
Hosp. 41, Annual Statistical
Report on County Hospitals

The attached statistical report form and instructions (Hosp. 41, Annual Statistical Report on County Hospitals) were drafted with the cooperation and advice of a committee of the Association of California Hospitals. The data required are for the purpose of informing the Governor, the Legislature, and other public officers regarding institutions for the care of the indigent sick, in accordance with the responsibilities laid upon the State Department of Social Welfare by the Welfare and Institutions Code (Sections 112 and 123).

A report for the fiscal year ending June 30 shall be submitted on Form Hosp. 41, not later than September 1 of each year to the State Department of Social Welfare, on the services (and expenditures therefor) provided to patients and inmates of each county hospital and/or other county institution for treatment of the indigent sick and infirm. The report shall be submitted by the county official responsible for such records.

Where more than one such institution is operated by a county, and separate accounts and records are maintained, a separate report on Form Hosp. 41 shall be submitted for each institution.

Completed reports are to be sent to the State Department of Social Welfare, 616 K Street, Sacramento (14), to reach that office on or before September 1, 1949.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

Attachment

INSTRUCTIONS FOR COMPLETING FORM HOSP. 41,
ANNUAL STATISTICAL REPORT ON COUNTY HOSPITALS

General: A report for the fiscal year ending June 30 shall be submitted on Form Hosp. 41 not later than September 1 of each year to the State Department of Social Welfare, on the services (and expenditures therefor) provided to patients and inmates of each county hospital and/or other county institution for treatment of the indigent sick and infirm.

Where more than one such institution is operated by a county and separate accounts and records are maintained, a separate report on Form Hosp. 41 shall be submitted for each institution.

Items requested on Form Hosp. 41 fall under two main divisions, Part I - In-Patient Service and Part II - Out-Patient Service. Both parts shall be completed in as full detail as the institution's records permit. An entry shall be made for each item. Where information on a particular item is not available, it should be so indicated by the entry "n.a." If an item is not applicable to a particular institution, it shall be indicated by the entry "n. ap." If an item is usually applicable but no occurrence has been recorded for the year covered by the report, enter "none" or "0".

Part I - In-Patient Service

Section A - Services Available:

Check, in the boxes provided under Item 1, each of the services normally available in your institution.

Section B - Patients Under Care:

Item 2, In Hospital at Beginning of Year: Enter the number of persons housed in the hospital as patients or inmates on the first day of the fiscal year (July 1). This should be the same as the entry under Item 9 of this report (Form Hosp. 41) for the previous year.

Item 3, Admissions During Year: Enter the number of persons admitted to the hospital during the year. A person re-admitted after discharge should be counted again as an admission.

Item 4, Live Births During Year: Enter the number of live births which occurred in the hospital during the year. Exclude still-births.

Item 5, Total Under Care During Year: Enter the sum of entries under Items 2, 3, and 4.

Item 6, Total Discharges and Deaths: Enter the sum of entries under Items 7 and 8.

Item 7, Discharges During Year: Enter the number of persons discharged after admission to in-patient service, or after having been born alive in the hospital.

Item 8, Deaths During Year: Enter the number of persons who died after being admitted to the hospital. Exclude still-births.

Item 9, In Hospital at End of Year: Enter the number of persons in the hospital as patients or inmates on the last day of the fiscal year (June 30). This entry should equal Item 5 minus Item 6.

Sections C and D provide for reporting of certain information classified by type of hospital service. It is assumed that some county hospitals will find it possible to report these data in more detail than others. Entries should be as detailed as the institution's records and accounts permit. Some hospitals may be unable to report the items requested opposite each specific service (e.g., surgical, medical, maternity, etc.) but will be able to report these items for a group of services (e.g., acute).

Definition of services:

b(1), Surgical: Service designed to relieve injuries, deformities, or diseases through operative procedure. Include elective as well as emergency surgery.

b(2), Medical: Service designed to treat or heal pathological conditions by administration of medical treatment, as distinguished from treatment by surgery.

b(3), Maternity: Service to mothers preceding, during, and after parturition, and to newborn infants receiving nursery care.

b(4), Isolation: Separate service designed to isolate contagious and communicable diseases.

b(5), Psychopathic: Service to cases admitted to diagnostic, detention, observation, or treatment of mental illness.

c(1), Chronic Sick: Service to long term cases requiring an extended period of hospital or institutional care, where time of complete recovery is not readily predictable or where recovery may never be complete.

c(2), Custodial (and Aged): Service to aged, homeless, and incompetent persons receiving domiciliary care in the institution.

d, T.B.: Service designed to treat those suffering from tuberculosis, including the acute, the non-infectious, and the infectious terminal type.

Section C - Beds and Patient Days:

Item 10, Bed Capacity on June 30: Enter opposite each type of service item, the number of beds (including bassinets) in use and/or available for use by patients on the last day of the fiscal year (June 30). Do not include in these entries:

1. Beds in the labor and emergency rooms.
2. Beds located in the nurses' home which are occasionally used for sick nurses.
3. Beds used for domiciliary purposes by the medical staff, nurses, other employees, or visitors.

Item 11, Patient Days of Care During Year: Enter opposite each type of service item the number of days of care provided during the year to the patients and newborn infants reported in Item 5, above.

Section D - Operating Costs:

Item 12, Total Operating Costs: Enter opposite each type of service item the operating costs incurred during the year which are allocable to that service. Operating costs include salaries and wages, and maintenance and operation, but exclude capital outlay.

In some cases, the entry for Item 12a may exceed the sum of the individual service entries under Item 12 because of unallocable costs. Where this occurs, specify the nature and amount of such costs.

Item 13, Operating Costs Per Patient Day: Enter opposite each type of service item the average cost per patient day for such service. These entries are computed by dividing the entries under Item 12 by the corresponding entries under Item 11.

Section E - Expenditures: Report in this section expenditures related to in-patient services; those related to out-patient services should be reported in Part II.

Item 14, Total Expenditures: Enter the sum of Items 15, 16, and 17.

Item 15, Hospital Operating Costs: Enter the total amount expended for hospital operating costs for in-patient services during the year. This entry should be the same as the entry under Item 12a above.

Item 16, Capital Outlay: Enter the total amount expended for capital outlay during the fiscal year. Treat as capital outlay those expenditures so considered in the county budget.

Item 17, Other: Enter the total amount of any expenditures during the year not covered under Items 15 and 16. Specify the nature of these expenditures.

Section F - Revenues: Report in this section revenues related to in-patient services; those related to out-patient services should be reported in Part II.

Item 18, Total Revenues Exclusive of Funds From Local Taxation: Enter the sum of Items 19, 20, and 21.

Item 19, Cash Collections: Enter the total amount received from, or on behalf of, patients for in-patient service. Include here amounts paid by other counties for care of their residents in your institution.

Item 20, Total Subventions: Enter the sum of entries for Items 20a, b, and c. Under these items show sources and amounts of subventions (e.g., State T.B. subsidy, State subvention for care of former recipients of Old Age Security and Security for the Blind) received from the state or Federal Government for in-patient services.

Item 21, Other: Enter the amount of any revenues (exclusive of funds from local taxation) for in-patient services not covered by Items 19 and 20. Specify the nature and amount of these revenues. Include here only such portions of bequests or grants (or income therefrom) as were expended during the fiscal year covered by the report.

Part II - Out-Patient Service

Section A - Clinic Visits:

Item 22, Total Number of Clinic Visits During the Year: Enter the total number of visits to clinics by patients during the fiscal year. The following instances should not be counted as visits for this item:

- a. Attendance at clinic when no treatment or other personal professional service was provided.
- b. Interviews with a worker responsible for admissions, the purpose of the interview being merely to determine eligibility for admission to the clinic.

Section B - Expenditures:

Item 23, Total Expenditures for Clinic Services: Enter the sum of Items 24, 25, and 26.

Item 24, Clinic Operating Costs: Enter the total amount expended for clinic operating costs during the year.

Item 25, Capital Outlay: Enter the total amount expended for capital outlay during the year. Treat as capital outlay those expenditures so considered in the county budget.

Item 26, Other: Enter the total amount of any expenditures during the year not covered under Items 24 and 25. Specify the nature of these expenditures.

Section C - Revenues:

Item 27, Total Revenues Exclusive of Funds from Local Taxation: Enter the sum of Items 28, 29, and 30.

Item 28, Cash Collections: Enter the total amount received from, or on behalf of, patients for out-patient service. Include here amounts paid by other counties for care of their residents in your clinic.

Item 29, Total Subventions: Enter the sum of entries for Items 29a, b, and c. Under these items show sources and amounts of subventions received from the state or Federal Government for out-patient services.

Item 30, Other: Enter the amount of any revenues (exclusive of funds from local taxation) for out-patient services not covered by Items 28 and 29. Specify the nature and amount of these revenues. Include here only such portions of bequests or grants (or income therefrom) as were expended during the fiscal year covered by the report.

County _____ Hospital _____ Year Ending June 30, 19 _____

PART I - IN-PATIENT SERVICEA. SERVICES AVAILABLE1. Check each Service Availablea. Acute(1) ☐ Surgical (3) ☐ Maternity(2) ☐ Medical (4) ☐ Isolation(5) ☐ Psychopathicb. Chronic & Custodial(1) ☐ Chronic Sick(2) ☐ Custodial (& Aged)c. ☐ T.B.B. PATIENTS UNDER CARE

2. In Hospital at Beginning of Year..... _____
3. Admissions During Year..... _____
4. Live Births During Year..... _____
5. Total Under Care During Year (2 + 3 + 4)..... _____
6. Total Discharged and Deaths During Year (7 + 8)..... _____
7. Discharges During Year..... _____
8. Deaths During Year (Exclude still births)..... _____
9. In Hospital at End of Year (5 minus 6)..... _____

C. BEDS AND PATIENT DAYSD. OPERATING COSTS

TYPE OF SERVICE	10. Bed	11. Patient Days	12. Total	13. Operating Costs
	Capacity on June 30	of Care During Year	Operating Costs	Per Patient Day (12 divided by 11)
a. All Services - Total (b + c + d)				
b. Acute - Total.....				
(1) Surgical.....				
(2) Medical.....				
(3) Maternity.....				
(4) Isolation.....				
(5) Psychopathic.....				
c. Chronic & Custodial - Total.....				
(1) Chronic Sick.....				
(2) Custodial (& Aged).....				
d. T. B.				

E. EXPENDITURES

14. Total Expenditures (15 + 16 + 17)..... _____
15. Hospital Operating Costs (Same as 12a above)..... _____
16. Capital Outlay..... _____
17. Other (Specify)..... _____

F. REVENUES

18. Total Revenues Exclusive of Funds from Local Taxation (19 + 20 + 21)..... _____
19. Cash Collections..... _____
20. Total Subventions (Show source; a + b + c)..... _____
- a. _____
- b. _____
- c. _____
21. Other (Specify)..... _____

ANNUAL STATISTICAL REPORT ON COUNTY HOSPITALS - Page 2

County _____ Hospital _____ Year Ending June 30, 19 _____

PART II - OUT-PATIENT SERVICEA. CLINIC VISITS

22. Total Number of Clinic Visits During Year..... _____

B. EXPENDITURES

23. Total Expenditures for Clinic Services (24 + 25 + 26)..... _____

24. Clinic Operating Costs..... _____

25. Capital Outlay..... _____

26. Other (Specify)..... _____

C. REVENUES

27. Total Revenues for Clinic Services Exclusive of Funds From Local Taxation (28+29+30)..... _____

28. Cash Collections..... _____

29. Total Subventions (Show source; A + B + C)..... _____

a. _____

b. _____

c. _____

30. Other (Specify)..... _____

Report Submitted By _____ Superintendent

Date _____

TITLE 22-CH 2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS

DIRECTOR
Sacramento 14
July 25, 1949

RECEIVED
CALIF.
MAIN OFFICE
SACRAMENTO
616 K STREET
LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
JUL 26 PM 12 33
1949

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FILED

the office of the Secretary of State
of the State of California

IN REPLY PLEASE REFER
TO:

JUL 26 1949

At 2 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*
Assistant Secretary of State

My dear Mr. Jordan:

Attached are three copies of Department Bulletin No. 368 issued by the State Department of Social Welfare which is being filed in accordance with Section 11380 of the Government Code.

These regulations were ratified by the State Social Welfare Board in so far as they pertain to APSB pursuant to the powers conferred upon it by the Welfare and Institutions Code, Sections 103 and 3460, on July 22, 1949.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

Certified as a Regulation (or
Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Myrtle Williams
(Signature)

Director
(Title)

7-25-49
(Date)

MYRTLE WILLIAMS
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
July 1, 1949

DEPARTMENT BULLETIN NO. 368 (SB, APSB)

TO: COUNTY WELFARE DEPARTMENTS

Subject: State Numbers for APSB Cases

County welfare departments operating under contract with the SDSW shall continue to assign state case numbers to APSB and SB cases in accordance with Manual Sections 700-00 and 700-05, that is, to number them consecutively regardless of program and to suffix them with "BL".

However, when the Security for the Blind case load is transferred from a county welfare department to the SDSW, the register of blind state case numbers shall also be transferred to the SDSW. At that time the county welfare department shall change the suffix on its Aid to Partially Self-supporting Blind cases from BL to APSB leaving the case number and the county prefix unchanged. New APSB cases shall be numbered consecutively, starting from the last APSB number assigned by the county.

A Security for the Blind case which is transferred from the SDSW office to a county welfare department for Aid to Partially Self-supporting Blind shall be assigned a new APSB number unless previously an APSB in the county in which case the former number shall be re-assigned.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

FILED

In the office of the Secretary of State
of the State of California

JUL 26 1949

At 2 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By _____

Certified as a Regulation (or as
Regulations) of the

Dept of Soc. Welfare
(Name of State Agency)

Myrtle Williams
(Signature)

Director
(Title)

7/29/49
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
July 29, 1949

FILED

in the office of the Secretary of State
of the State of California

JUL 29 1949

At 3:15 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By *Robert V. Jordan*
Assistant Secretary of State

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ENDORSED
FILED

in the office of the Secretary of State
of the State of California

JUL 29 1949

At _____ o'clock _____ M.

FRANK M. JORDAN, Secretary of State

By ROBERT V. JORDAN
Assistant Secretary of State

IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

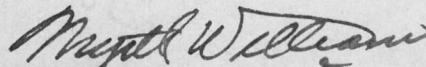
Attached are three copies of Manual Letter No. 133 which are being filed in accordance with Section 11380 of the Government Code.

These regulations were adopted by the State Social Welfare Board in so far as they pertain to ANC and APSB pursuant to the powers conferred upon it by the Welfare and Institutions Code, Section 103, on July 22, 1949.

Regulations with respect to OAS and SB are being issued by the Director of the State Department of Social Welfare under authority of Section 4 of Article XXV of the California Constitution.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health, and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,



MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

MYRTLE WILLIAMS
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
July 29, 1949

MANUAL LETTER NO. 133

The attached revision is to be entered in your Manual of Public Assistance Policies and Procedures and Revision Number 464 entered and canceled on the separator of the Financial Procedures Chapter.

This revision was adopted with respect to APSB and ANC by the Social Welfare Board on July 22, 1949, and is to be effective August 1, 1949.

Sec. 610-40, has been revised to avoid the mailing of warrants to the office of the California Youth Authority when a child receiving ANC is living with an eligible relative.

Department Bulletins No. 329, 329A, and 330 are now obsolete.

FILED

in the office of the Secretary of State
of the State of California

JUL 29 1949

At 3:15 o'clock P. M.

FRANK M. JORDAN, Secretary of State

By *Robert V. Jordan*
Assistant Secretary of State

610-30 (Continued)

610-30

Likewise, when aid is granted pursuant to an order of the SSWB (after a hearing on appeal), the action of the board of supervisors by which the SSWB's order is executed constitutes the final action which unconditionally authorizes payment to be delivered to the appellant. The SSWB, when ordering aid paid on an appeal, in effect remands the case to the board of supervisors who alone have the power to direct disbursement of funds from the county treasury.

The authorization is mandatory with respect to its execution, except where payment of aid is withheld or suspended because of a cloud on eligibility. (See Sec. 361-30, Suspension Procedure.)

For the purposes of establishing the applicant's or recipient's accrued period of eligibility, and of computing the amount of payment due, the board of supervisors' authorization for payment of retroactive aid includes a determination of such retroactive period. (See Sec. 361-25, Retroactive Aid Payments by County.) This period, however, has no bearing on the effective date of the authorization for payment. (W&IC 1560, 2140, 2181, 3075, 3460)

610-40 RECIPIENT OF PAYMENT

610-40

OAS, SB, APSB, ANC

Payments of security or aid shall be made directly to the grantee or authorized payee, except under certain conditions following death when the provisions of Secs. 611-00, Payment When Grantee Dies, and 611-10, Payments When Child Dies, shall be followed.

In OAS, SB, and APSB, when a guardian is the payee, Summary of Letters of Guardianship (Form DPA 5) shall be on file with the SDSW. In SB and APSB where the grantee is a minor and the guardian is the natural parent, letters of guardianship are not required. (See Sec. 626-60, Identification on Aid Pay Rolls.) The guardian's name shall appear on the pay roll together with the name of the grantee.

ANC payments shall be made to the person or institution providing care for the children on whose behalf the grant is made. If ANC is paid on behalf of children who are wards of the juvenile court, the payments may be made to the probation officer. If payments are made on behalf of a parolee from the California Youth Authority for whom the parole officer signed the application, the warrants shall be made payable to, and mailed to, the relative if the child is living with a relative eligible under the Social Security Act, or, if the child is living in a boarding home, the warrant shall be made payable to the boarding home mother and shall be mailed in care of the area office of the California Youth Authority. (See Sec. 628-00, Payees Eligible Under Social Security Act.) (W&IC 1556.5, 1557, 1560, 2140, 2183, 3075, 3460; FSS-Admin.)

610-50 IDENTIFICATION ON WARRANTS

610-50

OAS, ANC, APSB, ANC

The payee's name shall appear on the warrant and on the pay roll exactly as his signature appears on the application (Form Ag, Bl, CA 200, Bl 200a), on the Summary of Letters of Guardianship (Form DPA 5) or, in ANC, on the latest Notice of Change (Form CA 232). (See Sec. 202-20, The Application Form.)

The state number assigned to the case may appear on the face of the warrant for further identification. It shall be used with the name in all correspondence, reports, records, and other data regarding the warrant. (W&IC 1560, 2140, 3075, 3460)

610-00 MODE OF PAYMENT
OAS, ANB, APSB, ANC

610-10

All aid paid to recipients shall be by warrant of the county.

County warrants issued in payment of aid shall be redeemable at par. The financial condition of the county should at all times guarantee the cashing of warrants without discount. If it becomes necessary at some time for the county to register its warrants, the SDSW shall be notified at once as to arrangements made with local banks for the immediate cashing of warrants at par on demand.

Aid in kind is not subject to state and federal participation. (W&IC 1560, 2140, 2183, 3075, 3460; Pol. Code 4082; FSS-Admin.)

610-20 TIME OF PAYMENT
OAS, ANB, APSB, ANC

610-20

Payments of aid shall be made by county warrant monthly in advance, except payments of ANC for children who are living in boarding homes or institutions. Payment of ANC for such children may be made to the boarding home or institution either in advance or subsequent to the furnishing of care and support. One warrant may be issued to each boarding home or institution covering all children in the home to whom board and care is given during the month, or a separate warrant may be issued for each child or family group. (See Secs. 610-40, Recipient of Payment, 611-60, Initial Payments, and 361-25, Retroactive Aid Payments by County.)

Payment is effected by deposit of the warrant, properly stamped and addressed, in the United States mail, or by delivery to the recipient or payee by an authorized representative of the county.

Advance payment means delivery of the warrant on or as near as possible to the first business day of the month as compliance with state and county regulations will permit; however, the warrant should not be deposited in the mail for delivery prior to the first day of each respective month.

All warrants shall be clearly marked to show the date of issuance. When the delivery date is other than the date of issuance shown on the warrant, the date of delivery shall be shown either on the warrant or on a separate record which shall be available for inspection by the SDSW.

If a recipient is eligible on the first day of the month, he is entitled to receive payment for the full month, even though his status changes at some time during the month. (See Sec. 611-00, Payment When Grantee Dies.)

The state, federal, and county portions of the aid shall be paid at one time by a single warrant. (W&IC 1550, 1552, 1556.5, 1558, 1560, 2140, 2160.6, 2182, 2182.1, 2183, 2183.9, 3044, 3075, 3082, 3084, 3444, 3460; FSS-Admin.)

610-30 AUTHORIZATION FOR PAYMENT
OAS, ANB, APSB, ANC

610-30

Action of the board of supervisors granting, restoring, increasing or decreasing assistance constitutes the final action which unconditionally authorizes payment to be delivered to the specified payees. Such action authorizes delivery of the payment immediately, except where a future date is specified. With respect to continuing grants, the first day of each month (as provided by law) is the effective date of the continuing authorization for payment.

(Section Continued on Next Page)

11742-22-CH2
Certified as Regulation (or as
Regulations) the

Dept of Social Welfare
(Name of State Agency)

Wm. B. Williams
(Signature)

Director
(Title)

7-29-49
(Date)

MYRTLE WILLIAMS
Director

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
July 29, 1949

ADOPTION MANUAL LETTER NO. 15

The attached revisions numbered 75 and 76 are to be entered in your copy of the Adoption Manual and the revision numbers canceled on the inside of the manual cover.

These revisions were adopted by the Social Welfare Board on July 22, 1949, and are to be effective September 1, 1949.

These revisions constitute a new manual chapter on Statistical Procedures, Secs. 2900-00 through 2999-00. The procedures have been in effect for some time and are now included in the manual.

On your supply of Form Adop M42 please cross out "date petition filed" in Item D, Section IV, and change the letter preceding the item entitled "Did Petitioners Pay" in Section IV from "H" to "I". In accordance with instructions in Section 2918-00, report the age of the petitioners as of the date of placement.

Revised pages of the Table of Contents and Index including the new chapter are also attached.

FILED

in the office of the Secretary of State
of the State of California

JUL 29 1949

At 3:15 o'clock P. M.

FRANK W. JORDAN, Secretary of State

By *Robert V. Jordan*
Assistant Secretary of State

INDEX

(Index Continued)

Section No.

Relinquishment Distinguished from Consent	2200-00
Relinquishment, Filing of	2260-00
Relinquishment Form	2235-00
Relinquishment in Agency Adoption	2225-00
Relinquishment in Hospital.	2275-00 - 2420-00
Relinquishment of Parent Who is a Minor	2205-00
Relinquishment Required	2205-00
Relinquishment, Signatures on	2250-00
Relinquishment, Time of Taking.	2275-00
Relinquishment, Withdrawal of	2265-00
Relinquishment, Witnessing of	2245-00
Report to Court, Instructions for Preparing	2118-00 - 2122-00
Reports and Statistics in Placement Agency.	2420-00
Reports for Other Agencies.	2740-00
Representation of Governing Board of Private Agency	2420-00
Requests for Service from Other Agencies.	2710-00 2720-00
Requirements Applicable to County Adoption Agencies Only.	2490-00
Requirements in Adoption Services	2420-00
Residence of Applicant to County Agency	2490-00
Residence of Children Relinquished to County Adoption Agency.	2490-00
Residence of Petitioners.	2100-00
Revocation of Adoption.	2155-00

S

Selection of Home for Adoption.	2470-00
Selection of Staff of Private Agency.	2420-00
Serology Tests.	2665-00
Services Prior to Filing Petition	2040-00
Services to Agencies in Other States.	2740-00
Services to Children.	2420-00
Services to Natural Parents	2420-00
Signatures on Consent or Relinquishment.	2250-00
Social Service Exchange	2605-00
Sole Custody.	2290-00
Spinal Tests (see Tests for Syphilis).	2665-00
Standards for Child Placing Agencies.	2420-00
State Department of Social Welfare Consent.	2225-00
Statistical Reports	2420-00, 2480-00, 2900-00 - 2999-00
Stepparent Adoptions.	2060-00
Stepparent, Court Report.	2125-00
Study, Objectives of.	2330-00
Study of Applicants	2450-00
Study of Natural Parents.	2520-00
Submission of Claims.	2830-00
Subventions	2830-00
Supervision After Placement	2475-00

INDEX

(Index Continued)

Section No.

Placement and Supervision	2420-00 - 2470-00 - 2475-00
Police Records	2645-00
Policy with Respect to SDSW Licensing	2410-00
Pregnancy of Woman Petitioner (Extension Due to)	2115-00
Preparation for Permanent Care	2530-00
Presumption of Legitimacy, Refutation of	2290-00
Presumptive Father, Consent of	2290-00
Privacy of Court Hearings	2135-00
Private Child Placing Agencies	2420-00
Process of Helping Natural Parent	2520-00
Provisional Consent or Relinquishment	2270-00
Psychiatric	2350-00 - 2430-00C - 2680-00
Psychometric Reports	2350-00 - 2430-00C - 2680-00
Public and Private Agency Fees	2175-00
Public Health Department	2670-00
Purpose of Court Report	2105-00

Q

Qualifications of Staff of Private Agency	2420-00
Questionnaire	2360-00

R

Race	2370-00 - 2470-00
Readoption	2205-00 - 2350-00 - 2370-00
Records	2165-00
Records of Other Agencies, Review of	2605-00
Recruitment of Foster Home, Case Work	2540-00
References	2640-00
Refusal by SDSW or Agency to Take Relinquishment or Consent	2285-00
Refusal to Consent or Relinquish	2280-00
Refuting Presumption of Legitimacy	2290-00
Registration in Social Service Exchange	2605-00
Reimbursable Costs	2815-00 - 2830-00
Rejection of Foster Home	2540-00
Relationship Between Board and Executive	2420-00
Relationship of Agency to Child After Placement	2530-00
Relative, Adoption by	2350-00H - 2380-00C
Relatives	2360-00 - 2440-00F
Religion	2330-00 - 2440-00H - 2450-00 - 2470-00
Relinquish, Refusal to	2285-00
Relinquishment	2200-00 - 2440-00 - 2520-00 - 2420-00
Relinquishment, Actions in Lieu of	2210-00
Relinquishment, Conditional Nature of	2270-00
Relinquishment, Content of	2240-00
Relinquishment, Corrections on	2255-00

TABLE OF CONTENTS

<u>Chapter</u>	<u>Section No.</u>
<u>VERIFICATIONS (Continued)</u>	
Consultation - State Department of Public Health	2670-00
Veterans Administration, Clearance With.	2675-00
Psychometric or Psychiatric Reports.	2680-00
Institutions - Clearance With.	2685-00
Citizenship or Legal Entry	2690-00
<u>INTRA-STATE AND INTER-STATE REQUESTS</u>	
Requests for Service on Independent Adoptions.	2710-00
Requests for Service on Agency Adoptions (Relinquishments)	2720-00
Services to Agencies in Other States	2740-00
<u>FINANCIAL POLICIES AND PROCEDURES</u>	
Administrative Expense	2815-00
Cost of Care	2830-00
Forms Used in Adoption Procedure	2850-00
<u>STATISTICAL PROCEDURES</u>	
Monthly Statistical Reports on Adoptions	2900-00
Monthly Statistical Report on Applications and Homes Approved for Adoptive Placements - Relinquishment Program, Form Adop M56A.	2902-00
Monthly Statistical Report on Signed Relinquishments for Children Awaiting Placement for Adoption, Form Adop M56B	2904-00
Monthly Statistical Report on Adoption Placement Services - Relinquishment Program, Form Adop M56C.	2906-00
Monthly Statistical Report on Independent Adoptions - County Agencies, Form Adop M56D.	2908-00
Individual Record Card - Relinquishment and Independent Adoptions, Form Adop M42	2910-00
Section I, Identification and Action - Form Adop M42	2912-00
Section II, Data on Child - Form Adop M42.	2914-00
Section III, Data on Natural Parents - Form Adop M42	2916-00
Section IV, Data on Petitioners - Form Adop M42.	2918-00
Forms Used in Statistical Procedures	2999-00

STATISTICAL PROCEDURES

STATISTICAL PROCEDURES

Table of Contents

Monthly Statistical Reports on Adoptions	2900-00
Monthly Statistical Report on Applications and Homes Approved for Adoptive Placements - Relinquishment Program, Form Adop M56A.	2902-00
Monthly Statistical Report on Signed Relinquishments for Children Awaiting Placement for Adoption, Form Adop M56B	2904-00
Monthly Statistical Report on Adoption Placement Services - Relinquishment Program, Form Adop M56C.	2906-00
Monthly Statistical Report on Independent Adoptions - County Agencies, Form Adop M56D.	2908-00
Individual Record Card - Relinquishment and Independent Adoptions, Form Adop M42	2910-00
Section I, Identification and Action - Form Adop M42	2912-00
Section II, Data on Child - Form Adop M42.	2914-00
Section III, Data on Natural Parents - Form Adop M42	2916-00
Section IV, Data on Petitioners - Form Adop M42.	2918-00
Forms Used in Statistical Procedures	2999-00

2902-00 MONTHLY STATISTICAL REPORT ON APPLICATIONS AND HOMES APPROVED FOR 2902-00
ADOPTIVE PLACEMENTS - RELINQUISHMENT PROGRAM, FORM ADOP M56A

This report (Form Adop M56A) is designed to provide information on applications of persons who wish to adopt children. It is divided into 3 sections for reporting 1) requests for applications, 2) processing of signed applications, and 3) homes approved for placement.

Requests

Report in this section all new requests for applications to adopt relinquished children.

Item 1. New Application Requests Received During Month. Enter the number of new requests received during the month regardless of whether a decision was made to take or not to take the application. Exclude requests still pending from a prior month.

Applications

Report in this section activity on all signed applications to adopt relinquished children, i.e., accepted for study.

Item 2. Applications Pending at Beginning of Month. Enter the number of applications (accepted for study in a previous month) pending at the beginning of the month. The entry in this item should be the same as the entry in Item 6 of last month's report. If Item 6 was in error, make the correction in Item 2 and give the reason for the correction on the back of the form.

Item 3. Applications Accepted During Month. Enter the number of applications accepted for study during the month.

Item 4. Total Applications. Enter the sum of Items 2 and 3.

Item 5. Applications Disposed of During Month. Enter the number of applications disposed of during the month. The entry in this item is the sum of Items 5A through 5D which follow:

Item 5A. Approved. Enter the number of applications approved during the month. Show the same entry in Item 8, Homes Approved During Month.

Item 5B. Denied. Enter the number of applications denied during the month.

Item 5C. Withdrawn. Enter the number of applications withdrawn by applicants during the month.

Item 5D. Other. Enter the number of applications disposed of by methods other than those specified in Items 5A, 5B, or 5C. Include in this item cases in which the applicant died or the agency canceled the application because contact with the applicant was lost. Specify the reason for this disposition of the applications on the back of the form.

Item 6. Applications Pending at End of Month. Enter the difference between the entries in Items 4 and 5. The entry in this item is also the sum of Items 6A and 6B which follow.

(Section Continued on Next Page)

2900-00 MONTHLY STATISTICAL REPORTS ON ADOPTIONS

2900-00

Reports and Reporting Agencies

Monthly statistical reports shall be submitted by adoption agencies licensed by the SDSW as follows:

Relinquishment Program (Public and private agencies)

1. Monthly Statistical Report on Applications and Homes Approved for Adoptive Placements - Relinquishment Program (Form Adop M56A)
2. Monthly Statistical Report on Signed Relinquishments for Children Awaiting Placement for Adoption (Form Adop M56B)
3. Monthly Statistical Report on Adoption Placement Services - Relinquishment Program (Form Adop M56C)

Independent Adoptions (Public agencies only)

Monthly Statistical Report on Independent Adoptions - County Agencies (Form Adop M56D)

Due Date

The reports are due in the State Department of Social Welfare, Bureau of Research and Statistics, 616 K St., Sacramento, not later than the eighth day of the month following the month of the report.

Number of Copies

Prepare the reports in duplicate. Submit one copy to the Bureau of Research and Statistics and retain one in the agency.

Identification Data

Complete the identification data for which space is provided in the heading as follows:

Agency. Enter the name of the agency making the report.

County. Enter the county in which the agency is located.

Report for the month of. Enter the month and year covered by the report.

2908-00 (Continued)

2908-00

Column 5. Appeals. This column is provided to record the number of appeals filed by the petitioners with the court concerning the agency recommendation or failure of the agency to complete its investigation within the allotted period.

Section A

Make entries in all items in which there was activity during the month. In all but the total column, the space provided for some of the items has been x-ed (xxx) to show that no entry can properly be made in those items.

Item 1. Pending on the First of Month. Enter the number of independent adoption cases that were pending further action at the close of the month's business. The entries in each column should be the same as those in Item 5 of last month's report. If Item 5 was in error, make the correction in Item 1 and give the reason for the correction on the back of the form.

Item 2. Added During the Month. Enter the number of cases received during the month for investigation or report. Extensions initially granted will be entered under this item in Column 3, and should agree with Item 4b-2 of Column 2.

Item 3. Total Active During Month. Enter the sum of Items 1 and 2.

Item 4. Total Disposed of During Month. Enter the sum of Items 4a and 4b.

Item 4a. Court Reports Completed. Enter the number of adoption petitions upon which the agency made a report to the court recommending either approval, conditional approval, or denial. This entry is the sum of Items 4a-1 and 4a-2. In Column 4 show supplemental reports involving a change of recommendation.

Item 4a-1. Approved. Enter the number of petitions on which the agency made a report to the court recommending approval of the adoption petitions; include conditional approvals.

Item 4a-2. Denied. Enter the number of petitions upon which the agency made a report to the court recommending denial; include "denials without prejudice."

Item 4b. Other Dispositions. Enter the total number of petitions disposed of without a report to the court. This entry is the sum of Items 4b-1 through 4b-5.

Item 4b-1. Dismissed. Enter the number of petitions dismissed by the court before the agency made its recommendation to the court.

Item 4b-2. Extension Granted. Enter the number of new petitions for which the agency received an extension of time by the court. Entries under this item are made only in Columns 1 and 2; additional extensions are not reported except as requests in Item 11. Item 4b-2 should agree with Item 2, Column 3.

Item 4b-3. No Recommendation Required. Enter in Columns 1, 4, and 5, Total, Supplemental Reports, and Appeals, respectively, the number of cases in which information was submitted to the court without change in recommendation of the agency, or in which no further action is indicated and the case is to be considered closed.

(Section Continued on Next Page)

2906-00 (Continued)

2906-00

Item 10. Children Under Study or Supervision at End of Month. Enter the difference between the entries in Items 8 and 9. Item 10 should also equal the sum of the entries in Items 10A through 10F which give a breakdown by living arrangement of the children reported in Item 10.

Item 10A. In Adoptive Home. Enter the number of children who were in adoptive homes at the end of the month.

Item 10B. In Agency Nursery. Enter the number of children who were in an agency nursery at the end of the month.

Item 10C. In Institution. Enter the number of children who were in institutions at the end of the month.

Item 10D. In Foster Homes. Enter the number of children who were in foster homes at the end of the month.

Item 10E. In Receiving Home. Enter the number of children who were in receiving homes at the end of the month.

Item 10F. Elsewhere. Enter the number of children who were living elsewhere than specified in Items 10A through 10E. Specify on the back of the form the location of the children, e.g., case accepted prior to the birth of the child if the child has not yet been born.

2908-00 MONTHLY STATISTICAL REPORT ON INDEPENDENT ADOPTIONS - COUNTY
AGENCIES, FORM ADOP M56D

2908-00

This report (Form Adop M56D) is designed to furnish information re the investigation and reporting to the courts on independent adoptions, i.e., adoptions of children who have been placed independently by their parents or by other individuals who have legal custody of the children. It is also concerned with certain services rendered other agencies in connection with adoption cases.

Definitions of Column Headings

Column 1. Total. Enter the total of Columns 2 through 5.

Column 2. New Petitions. Enter the count of new petitions for each item. Note that new petitions on which an extension is granted are excluded from Column 2 in the month in which the extension is granted.

Column 3. Extensions. Classify petitions as extensions if an extension of the investigation period has been granted by the court. Report only the initial extension; additional extensions are not reported.

Column 4. Supplemental Reports. Report in this column all cases on which a final report has been made to the court, but on which it may have been necessary to submit additional information to the court during the month.

(Section Continued on Next Page)

2910-00 INDIVIDUAL RECORD CARD - RELINQUISHMENT AND INDEPENDENT
ADOPTIONS, FORM ADOP M42

2910-00

Reporting Agencies

Public and private adoption agencies licensed by the SDSW and the adoption staff of the SDSW shall submit reports on Form Adop M42, Individual Record Card - Relinquishment and Independent Adoptions.

Coverage

Form Adop M42 shall be completed for each child for whom a final report is made to the court or petition for whose adoption is dismissed by the court prior to the submission of the court report.

Submittal Instructions

One copy of the completed Form Adop M42 shall be sent to the State Department of Social Welfare, Bureau of Research and Statistics, 616 K Street, Sacramento 14, at the time the final report is submitted to the court. If the petition is dismissed by the court prior to the receipt of the court report, Form Adop M42, completed as fully as possible, shall be submitted immediately.

General Instructions for Completion of Form

If more than one child is being adopted by the same petitioner(s) a Form Adop M42 shall be completed for each child.

If the child has been the subject of previous adoption action, which was acted on by the court, a new Form Adop M42 is to be prepared.

If an adoption petition is dismissed by the court prior to submission of the final report, enter the date of dismissal and write "dismissed" in Item H, Section I. In some cases which are dismissed, the investigation may not have revealed the information requested in every item on the form. Complete the items for which the information is available and mark the others "unknown."

All items require entries. If no significant entry can be made, enter "none", or "unk" (for unknown), or "not applicable" as the case may be.

Where the following instructions read "circle the applicable item", it is not necessary to circle the whole item but only the number identifying it.

It is important that the agency be clearly identified in the line under the agent's name on the form.

2908-00 (Continued)

2908-00

Item 4b-4. Transferred to Another Agency. Enter the number of cases transferred to another adoption agency; include cases transferred to the jurisdiction of the SDSW.

Item 4b-5. Transferred as Step-parent Case. Enter the number of cases transferred to probation officers, because the petitioner is a step-parent of the child.

Item 5. Pending on End of Month. Enter the number of petitions awaiting recommendation of the agency at the close of the calendar month. The entry should equal Item 3 minus Item 4.

Section B - Services

This section of the report is intended to record the volume of requests for services relative to adoption cases referred to the agency. These are in addition to the regular adoption cases reported in Section A. The section on services is divided into 3 columns (1) Out of State Requests, (2) Request of the SDSW, and (3) Request of Another California Agency.

Item 6. Pending Beginning of Month. Enter the number of requests for service that were brought forward from the previous month. The entries in each column should agree with those in Item 10 of last month's report. If Item 10 was in error, make the correction in Item 6 and give the reason for the correction on the back of the form.

Item 7. Received During Month. Enter the number of requests for service that were received during the month.

Item 8. Total Requests for Month. Enter the sum of Item 6 and Item 7.

Item 9. Requests Completed. Enter the number of requests for service that were disposed of during the month.

Item 10. Pending End of Month. Enter the number of requests for service that were not completed by the end of the month.

Item 11. Extensions Requested. Enter the total number of cases for which an extension of time was requested during the month. Include extensions requested for cases for which extensions were granted previously by the court. The number of extensions reported here may differ from the number of extensions granted reported in Item 4b-2 since the latter refers only to initial extensions.

Item 12. Reports Due This Month. Enter the number of new petitions and extensions for which recommendations to the court are due sometime during the month.

Item 13. Reports Due and Filed This Month. Enter the number of recommendations filed with the court on adoption petitions for which recommendations were due during the month. This item covers only those cases included under Item 12 and should not exceed the number reported under Item 4a, Column 1.

2914-00 SECTION II, DATA ON CHILD - FORM ADOP M42

2914-00

Item A. Sex. This item is self-explanatory.

Item B. Race.

1. White - Generally members of the caucasian race are classified as white. Possible deviations are enumerated under 5.
2. Negro - A person with Negro blood (of any percentage) is classified as a Negro. Both black and mulatto persons are recorded as Negroes.
3. Mexican - Circle if child is generally accepted as Mexican.
4. Indian - A white person of mixed white and Indian blood is recorded as Indian, except where the percentage of Indian blood is very small, or where he is regarded as a white person in the community where he lives.
5. Other - When child is neither White, Negro, Mexican, nor Indian, circle 5 and specify the race to which he belongs. "Other races" includes the following: Chinese, Japanese, Filipino, Hindu, Korean, Hawaiian, Malayan, Siamese, Samoan, all other. The following statement applies to mixed races:

Mixed races - Mixtures of white with non-white races are reported according to the non-white parent. Mixtures of non-white races are reported according to the race of the father, except as stated under 2, above. If race is unknown for the father, enter the race of the mother.

Item C. Date of Birth. Enter month, day, and year. Check to see that this date is not inconsistent with the other dates reported, for example, date of placement.

Item D. Place of Birth. If the child was born in the United States, give state or territory in which born. If he was born in the United States but state of birth is unknown, enter "U.S. - Unk." If child was not born in the United States, give country of birth. When there is uncertainty as to how to identify foreign country of birth, enter name of country and also province or state in which the child was born. Enter the name by which the country or province was known on the birth date of child. If foreign country of birth is unknown, enter "Foreign - Unk."

Item E. Birth Status of Child. Circle the applicable item. Note that the information given here is related to Item A of Section III. If the child's mother was unmarried when the child was born, but later married the child's natural father, prior to completion of independent adoption or prior to filing the relinquishment with the SDSW in an agency adoption, the child must be reported as born in wedlock.

Item F. Child Legitimated - Sec. 230? If the provisions of Sec. 230 of the Civil Code have been met, check "yes" in the box provided. All other situations require an answer of "no."

(Section Continued on Next Page)

2912-00 SECTION I. IDENTIFICATION AND ACTION - FORM ADOF M42

2912-00

Item A. Child's Name. Enter the full name of the subject child as it appears on the adoption petition. If more than one child is being adopted by the petitioner(s), an individual record card shall be completed for each child.

Item B. Petitioner(s). Enter the name of the petitioner(s) who have filed the petition for adoption.

Item C. Placement on. Enter the month, day, and year of placement and circle the relevant item to specify by whom the placement was made. If none of the first five items applies, circle Number 6 and specify the person or agency making the placement.

Item D. Was Child Previously Placed? If the child has been the subject of an adoptive placement before, check "Yes." Otherwise, check "No."

Item E. State Case Number. Enter the complete state case number; e.g., LA 5000 Ad.

Item F. Date Relinquished. (Applies only to relinquishment cases.) Enter the month, day, and year on which relinquishment by the person(s) having custody of the child became officially effective. If the child is legitimate and there are two relinquishments, the last date is to be entered.

Item G. Date Petition Filed. Enter the month, day, and year on which the petition was filed in the court.

Item H. Date Report Filed. Enter the month, day, and year on which the report on this case was submitted to the court. (Note that this date may differ from the date on which the report is submitted to the SDSW.) If the case is dismissed by the court prior to the submission of the report and recommendation, enter the date of dismissal, write in "dismissed," and give the reason for dismissal in Item J.

Item I. Recommendation. Circle one of the applicable items. Attention is called to Number 2 which is a qualification of Number 1. If Number I-2, Conditional Approval, is circled, an entry must be made under Item K of this section. If Number I-3, Denied, is circled, Item J of this section is to be completed.

Item J. Reason Dismissal or Denial Recommended. Circle the applicable item if Number 3 under Item I has been circled or if the case was dismissed. If none of the reasons listed applies, write in the reason opposite Number 6. Some examples are:

1. Child refused consent.
2. Parents' consent withdrawn.
3. Petitioner(s) do not wish to proceed.

Item K. Reason for Conditional Approval. Those cases in which Number 2 of Item I is circled are to be explained in this item. Probable entries are the following:

1. 701 pending - both parents
2. 701 pending - father
3. 701 pending - mother
4. Legitimacy action pending
5. Citation of father under Section 224, C.C.
6. Certificate from superintendent of State Hospital

2916-00 (Continued)

2916-00

cause the couple ~~does not~~ wish to live together, and not a temporary adjustment to such conditions as employment, illness, or housing. Include also cases where an interlocutory divorce decree was in effect.

6. Marriage Annulled. Circle Number 6 if the marriage of the mother had been annulled by a court of competent jurisdiction.
7. Other. Circle Number 7 if none of the first six items applies. An explanation is required in the space provided.

Item B. Number of Months Mother Had Been in California at Birth of Child. The entry here is self-explanatory. Write "none" if the child was not born in California.

Item C. Religion. Write in the religion of the mother and father in the blanks provided; e.g., Catholic, Protestant, Jewish, Latter Day Saints, Christian Science, etc.

Item D. Age of Parents at Birth of Child. Enter the ages (in completed years) of the mother and father at the time the child was born.

Item E. Education. Enter the appropriate code numbers from the education code at the bottom of this section. Use only the code indicating the highest educational level attained.

Item F. Occupation. Enter the appropriate code numbers from the occupation code shown at the bottom of Section II. Note that the list of occupations includes both "domestic" and "housewife." These classes are not synonymous. The former means paid domestic service; the latter means keeping house in one's own home.

Item G. Were Parents and Petitioners Acquainted at Time of Placement and When Report Filed? (This item applies only to independent adoptions.) Acquaintanceship here indicates more than the mere knowledge of the other person's name. Unless a personal meeting between the parent(s) and petitioner(s) has occurred, this item is to be answered in the negative.

1. Placement. If the parent(s) and petitioner(s) were acquainted at the time of placement, check "yes"; if not, check "no."
2. Report Filed. If the parent(s) and petitioner(s) were acquainted at the time the report was submitted to the court, check "yes"; if not, check "no." If Item G-1 is "yes", Item G-2 must also be "yes."

2914-00 (Continued)

2914-00

Item G. Adoption Consent or Relinquishment By. This item will be considered in conjunction with Items J and K of Section I. If the lack of consent for adoption is the basis for a recommendation of denial, it may not be necessary to complete this item. In such cases write "none." Number 4 refers only to independent adoption cases when consent is necessary by the state or a county agency (no parent consenting or consent signed out of state). If the necessity for the consent or relinquishment of either or both parents has been eliminated, the means of elimination should be entered in Number 5. Probable entries under 5 are:

1. 701 - both parents
2. 701 - father
3. 701 - mother
4. Legitimacy refuted
5. Certificate from superintendent of State Hospital
6. Both parents dead
7. Other parent dead

Item H. Was Child Previously Adopted? Answer this item "yes" if adoption has previously been consummated with respect to the subject child; if not, answer "no."

2916-00 SECTION III. DATA ON NATURAL PARENTS - FORM ADOP M42

2916-00

Except for Item G, information requested in this section refers to the situation at the time the child was born.

Item A. Mother's Marital Status at Birth of Child. (Entries in this item should be related to the entries in Item E, Section II.)

1. Unmarried. Circle Number 1 if the natural mother of the subject child was unmarried. If mother and natural father were married subsequent to birth of child prior to completion of an independent adoption or prior to filing of the relinquishment with the SDSW in an agency adoption, record marital status as "married."
2. Widowed. Circle Number 2 if the mother was widowed.
3. Divorced. Circle Number 3 if a final decree of divorce had been granted by a court of competent jurisdiction.
4. Married. Circle Number 4 if the mother was legally married. This does not include common-law marriages unless the common-law marriage occurred in a state or country in which such marriages are recognized as legal. Note that if the mother, after giving birth to the child out of wedlock, marries the child's natural father, as noted in Number 1 above, this item is circled and the child must be reported under Item E of Section II, as born in wedlock.
5. Separated. Circle Number 5 if the mother was living separate and apart from her husband. "Separated" in this context means living apart be-

(Section Continued on Next Page)

2918-00 (Continued)

2918-00

Item H. Annual Income. Circle the income item that most nearly represents the gross income of the petitioner(s). Write in "unknown" if the information is not available.

Item I. Did Petitioners Pay:

1. Any expenses of Mother or Child. (Refers only to independent adoptions.) This question is to be answered "yes" if the petitioner(s) paid any expenses of the mother or child incurred before the child was placed with the petitioner(s). If not, enter "no."
2. An Adoption Agency Fee. (Refers only to relinquishment adoptions.) This item is to be answered "yes" if the agency made a specific charge for its services in providing the petitioner(s) with a child for adoption. In all other cases, including general contributions of the petitioner(s) toward support of the agency, it is to be answered "no."

Item J. Number of Other Children in Petitioner(s) Family (In Home). This question is intended to report minor children who are a part of the petitioner(s) immediate family and living in petitioner(s) home.

1. Previously Adopted Children. This is to record the number of minor children previously adopted by the petitioner(s) who are living in the home. Natural children of either petitioner adopted by the other spouse, should be reported below under Item J-2, Natural Children of Petitioner(s). Do not include children currently being adopted. If no children have been adopted previously, enter "none."
2. Natural Children of Petitioner(s). This is to record the number of natural minor children of either or both petitioner(s) in the home. If none, enter "none."
3. Other Children. This is to record minor children that are living in the home as part of the petitioner(s) family but are not classifiable under 1 and 2 of this item; for example, other children being adopted, or foster children.

2918-00 SECTION IV, DATA ON PETITIONERS - FORM ADOP M42

2918-00

Enter information as of the date the child was placed.

If there is only one petitioner, enter "not applicable" in the spaces provided for the second one.

Item A. Marital Status.

1. Unmarried. Circle Number 1 if a single petitioner is unmarried.
2. Widowed. Circle Number 2 if a single petitioner is widowed.
3. Divorced. Circle Number 3 if a final decree of divorce has been granted by a court of competent jurisdiction to a single petitioner.
4. Married. Circle Number 4 if the petitioner(s) are legally married. This does not include common-law marriages unless the common-law marriage occurred in a state or country in which such marriages are recognized as legal.
5. Separated. Circle Number 5 if the single petitioner is living separate and apart from the spouse. "Separated" in this context means living apart because the couple does not wish to live together, and not a temporary adjustment to such conditions as employment, illness, or housing. Include cases where an interlocutory divorce decree is in effect.
6. Marriage annulled. Circle Number 6 if the marriage of the single petitioner has been annulled by a court of competent jurisdiction.
7. Other. Circle Number 7 if none of the first six items applies. Specify in the space provided.

Item B. Race. See instructions for Item B, Section II.

Item C. Religion. See instructions for Item C, Section III.

Item D. Age. Enter the ages (in completed years) of the petitioners.

Item E. Education. See instructions for Item E, Section III.

Item F. Occupation. See instructions for Item F, Section III.

Item G. Relationship to Child. Enter in the blanks provided for the woman petitioner and the man petitioner the relationship to the child. If there is no relationship, enter "none." If the relationship of the petitioner to the child is by virtue of marriage or adoption, add the words "by marriage" or "by adoption," as the case may be. Do not leave this item blank.

(Section Continued on Next Page)

State of California

Department of Social Welfare

FORM ADOP M56B

MONTHLY STATISTICAL REPORT ON
SIGNED RELINQUISHMENTS FOR CHILDREN AWAITING PLACEMENT FOR ADOPTION

Agency _____

County _____ Report for Month of _____ 19____

- | | | |
|--|--|--|
| 1. Signed relinquishments for children awaiting placement for adoption at beginning of month (Same as Item 5 of last month's report) | | |
| 2. Relinquishments signed during month:..... | | |
| 3. Total relinquishments for children awaiting placement (Item 1 + 2)..... | | |
| 4. Change in relinquishment status during month (Item 4A + 4B + 4C)..... | | |
| A. Children placed for adoption..... | | |
| B. Relinquishment rescinded (Item 4B(1) + 4B(2))..... | | |
| (1) Before filing with SDSW..... | | |
| (2) After filing with SDSW..... | | |
| C. Other (specify on reverse)..... | | |
| 5. Signed relinquishments for children awaiting placement for adoption at end of month (Item 3 minus 4, also Item 5A + 5B)..... | | |
| A. Filed with SDSW..... | | |
| B. Not filed with SDSW..... | | |

Report submitted by _____ Title _____

Date _____

Form Adop M56B, April 1948

(Section Continued on Next Page)

2999-00 FORMS USED IN STATISTICAL PROCEDURES

2999-00

State of California

Department of Social Welfare

MONTHLY STATISTICAL REPORT ON APPLICATIONS
AND HOMES APPROVED FOR ADOPTIVE PLACEMENTS - RELINQUISHMENT PROGRAM

FORM ADOP M56A

Agency _____

County _____

Report for Month of _____

19____

1. New application requests received during month.....

Applications

2. Applications pending at beginning of month (Same as Item 6 of last month's report)

3. Applications accepted during month.....

4. Total applications (Item 2 + 3).....

5. Applications disposed of during month (Item 5a + 5b + 5c + 5d).....

A. Approved

B. Denied

C. Withdrawn

D. Other (Specify on reverse).....

6. Applications pending at end of month (Item 4 minus 5, also Item 6a + 6b)..
A. Home study in process

B. Home study not in process

Approved Homes Available for Adoptive Placements7. Approved homes available for adoptive placements at beginning of month
(Same as Item 11 of last month's report)

8. Homes approved during month (same as 5a above)

9. Total homes (Item 7 + 8)

10. Approved homes disposed of during month (Item 10a + 10b + 10c + 10d).....

A. Adoptive placements made

B. Approval cancelled by agency

C. Application withdrawn by applicant

D. Other (Specify on reverse)

11. Approved homes available for adoptive placement at end of month (Item 9
minus 10).....

Report submitted by _____

Title _____

Date _____

Form Adop M56A, April 1948

(Section Continued on Next Page)

(Section Continued on Next Page)

State of California

MONTHLY STATISTICAL REPORT ON INDEPENDENT
ADOPTIONS - COUNTY AGENCIES

Department of Social Welfare

FORM ADOF M56D

Agency _____

County _____

Report for Month of _____ 19 ____

2999-00 (Continued)

2999-00

STATISTICAL PROCEDURES

2999-00

SECTION A	Total (1)	New Petitions (2)	Extensions (3)	Supplemental Reports (4)	Appeals (5)
1. Pending on first of month (Item 5 last month).....					
2. Added during month					
3. Total active during month (Item 1 + 2)					
4. Total disposed of during month (Item 4a + 4b)					
a. Court reports completed (Item 4a-1 + 4a-2).....					
1) Approved					xxx
2) Denied.....					xxx
b. Other dispositions (Sum of Item 4b-1 through 4b-5).....					
1) Dismissed					xxx
2) Extensions granted			xxx	xxx	xxx
3) No recommendation required		xxx	xxx		
4) Transferred to another agency					xxx
5) Transferred as stepparent case					xxx
5. Pending an end of month (Item 3 minus 4)					

SECTION B - SERVICES	(1) Out of State Requests	(2) Request of SDSW	(3) Request of Another California Agency
6. Pending beginning of month			
7. Received during month			
8. Total requests for month (Item 6 + 7)			
9. Requests completed			
10. Pending end of month (Item 8 minus 9)			

11. Extensions requested _____ 12. Reports due this month _____ 13. Reports due and filed this month _____

Report submitted by _____

Title _____

Date _____

Form Adop M56D, July 1948

2999-00 (Continued)

2999-00

State of California

Department of Social Welfare

MONTHLY STATISTICAL REPORT ON ADOPTION
PLACEMENT SERVICES - RELINQUISHMENT PROGRAM

FORM ADOP M56C

Agency _____

County _____ Report for Month of _____ 19 _____

Requests to Arrange Adoptive Placements

- | | | |
|---|--|--|
| 1. Requests pending at beginning of month (Same as Item 5 of last month's report) | | |
| 2. Requests received during month | | |
| 3. Total requests (Item 1 + 2) | | |
| 4. Requests disposed of during month (Item 4A + 4B + 4C + 4D) | | |
| A. Child accepted for study or supervision | | |
| B. Received service - adoption not indicated | | |
| C. Refused placement service (Item 4C(1) + 4C(2) + 4C(3)) | | |
| (1) Because of limited agency facilities | | |
| (2) Because not within scope of agency program | | |
| (3) Child regarded as not adoptable | | |
| D. Request withdrawn | | |
| 5. Requests pending at end of month (Item 3 minus 4) | | |

Children Under Study or Supervision

- | | | |
|--|--|--|
| 6. Children under study or supervision at beginning of month (Same as Item 10 of last month's report) | | |
| 7. Children accepted for study or supervision during month (Same as 4A) | | |
| 8. Total children under study or supervision (Item 6 + 7) | | |
| 9. Children for whom service was terminated during month (Sum of Items 9A through 9G) | | |
| A. Adoption completed | | |
| B. Legal status of child not clear | | |
| C. Child not adoptable | | |
| D. Parent kept or reclaimed child | | |
| E. Parent made other placement | | |
| F. Lost contact | | |
| G. Other (Specify on reverse) | | |
| 10. Children under study or supervision at end of month (Item 8 minus 9, also sum of Items 10A through 10F)..... | | |
| A. In adoptive home | | |
| B. In agency nursery | | |
| C. In institution | | |
| D. In foster home | | |
| E. In receiving home | | |
| F. Elsewhere (Specify on reverse) | | |

Report submitted by _____ Title _____

Date _____

Form Adop M56C, April 1948

(Section Continued on Next Page)

State of California

INDIVIDUAL RECORD CARD - RELINQUISHMENT AND INDEPENDENT ADOPTIONS

Department of Social Welfare

SECTION I. IDENTIFICATION AND ACTION

A. Child's Name _____
B. Petitioner(s) _____
C. Placement on: _____ by (circle one)
Date _____
1. Parent 3. Physician
2. Relative of parent 4. Attorney
5. Licensed adoption agency
6. Other (specify) _____ Check
D. Was Child Previously Placed? ☐ Yes ☐ No

E. State Case Number _____
F. Date Relinquished _____
G. Date Petition Filed _____
H. Date Report Filed _____
I. Recommendation (circle one)
1. Approved 3. Denial
2. Cond. App. _____

J. Reason Dismissed or Denial Recommended (circle one)
1. Parent did not respond 4. Home not suitable
2. Parent refused consent 5. Legal status of child
3. Child not proper subject not cleared
6. Other (specify) _____
K. Reason for conditional approval
(specify) _____

SECTION II. DATA ON CHILD

A. Sex (circle one)
1. Male
2. Female
B. Race (circle one)
1. White 3. Mexican
2. Negro 4. Indian
5. Other (specify) _____
C. Date of Birth _____
Month _____ Year _____
D. Place of Birth _____
State, Country if foreign _____
E. Birth Status of Child (circle one)
1. In wedlock
2. In wedlock - husband not father
3. Out of wedlock
4. Foundling
5. Unknown Check
F. Child Legitimated - Sec. 230? ☐ Yes ☐ No
G. Adoption Consent or Relinquishment by
(circle applicable items)
1. Both parents
2. Mother only
3. Father only
4. State or county agency (indep. adop. only)
5. Eliminated (specify) _____
H. Was Child Previously Adopted? ☐ Yes ☐ No

SECTION III. DATA ON NATURAL PARENTS

A. Mother's marital status at
Birth of Child (circle one)
1. unmarried 4. married
2. widowed 5. separated
3. divorced 6. marriage annulled
7. Other (specify) _____
B. Number of months mother had been in
California at birth of child _____
C. Religion 1. Mother _____
(specify) 2. Father _____
D. Age of Parents at Birth of Child
(completed years)
1. Mother _____
2. Father _____
E. Education: 1. Mother _____
(enter code) 2. Father _____
F. Occupation: 1. Mother _____
(enter code) 2. Father _____
G. Were parents and petitioners acquainted
at time of (indep. adop. only)
Check
1. Placement? ☐ Yes ☐ No
2. Report filed? ☐ Yes ☐ No

SECTION IV. DATA ON PETITIONERS

A. Marital status (circle one)
1. unmarried 4. married
2. widowed 5. separated
3. divorced 6. marriage annulled
7. Other (specify) _____
B. Race (circle one)
1. White 3. Mexican
2. Negro 4. Indian
5. Other (specify) _____
C. Religion: 1. woman petitioner
(Specify) 2. man petitioner
D. Age (completed years)
1. woman petitioner
2. man petitioner
E. Education: 1. woman petitioner
(enter code) 2. man petitioner
F. Occupation: 1. woman petitioner
(enter code) 2. man petitioner
G. Relationship to Child:
(specify) 1. woman petitioner
2. man petitioner
H. Annual Income (circle one)
1. under \$1,000 4. \$3,000-\$3,999
2. \$1,000-\$1,999 5. \$4,000-\$4,999
3. \$2,000-\$2,999 6. \$5,000 and over
I. Did Petitioners Pay:
1. Any expenses of mother or child? Check
2. An adoption agency fee? ☐ Yes ☐ No
J. Number of other Children in
Petitioner(s) Family (in home)
1. Previously adopted children
2. Natural children of petitioner(s)
3. Other children _____

CODE OCCUPATION CODE (ITEMS IIIF AND IVF)
1. Agricultural Worker 9. Waitress or Waiter
2. Domestic 10. Farm Operator
3. Clerical 11. Housewife
4. Sales 12. Managerial
5. Professional 13. In Armed Forces
6. Industrial 14. Student
7. Skilled Worker 15. Unemployed
8. Unskilled Worker 16. Other (specify) _____

CODE EDUCATION CODE (ITEMS IIIE AND IVE)
1. College Graduate 4. Some High School
2. Some College 5. 8th Grade Graduate
3. High School Graduate 6. Less than 8 Grades
7. Other (specify) _____

AGENT'S NAME _____ DATE _____
NAME OF AGENCY _____

Form Adop M42, Revised July 1, 1948

2999-00 (Continued)

STATISTICAL PROCEDURES

FORM ADOPT M42

2999-00

2999-00

MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR
Sacramento 14
July 29, 1949

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

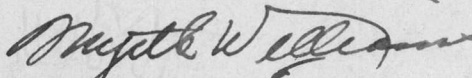
IN REPLY PLEASE REFER
TO:

My dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Adoption Manual Letter No. 15.

These regulations were adopted by the State Social Welfare Board on July 22, 1949, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103 and 114b and are filed in accordance with provisions of Section 11380 of the Government Code.

Very sincerely yours,



MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b5
Attachments

T-22
ch-2
MAIN OFFICE
SACRAMENTO
616 K STREET
14

LOS ANGELES OFFICE
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SAN FRANCISCO OFFICE
GRAYSTONE BUILDING
948 MARKET STREET
2

STATE OF CALIFORNIA

Department of Social Welfare

MYRTLE WILLIAMS
DIRECTOR

Sacramento 14
August 19, 1949

ADDRESS REPLY TO:

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

1949 AUG 25 AM 9 47

RECEIVED
SACRAMENTO, CALIF.

Dear Mr. Jordan:

Attached are three copies of the following regulations which are being filed in accordance with Section 11380 of the Government Code.

DEPARTMENT BULLETIN NO. 372 (OAS, SB) date August 15, 1949

These regulations were issued on the above date by the Director of the State Department of Social Welfare under authority of Section 4 of Article XXV of the California Constitution.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Myrtle Williams

MYRTLE WILLIAMS, Director
Department of Social Welfare

468:b65
Attachments

Certified as a Regulation (or
Regulations) of the

Dept. of Social Welfare

(Name of State Agency)

Myrtle Williams

(Signature)

Myrtle Williams, Director

(Title)

August 19, 1949

(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE **FILED**

616 K STREET
SACRAMENTO 14
August 15, 1949

In the office of the Secretary of State
of the State of California

AUG 25 1949

At 9:50 o'clock A M

FRANK M. JORDAN, Secretary of State

By *[Signature]* Deputy

DEPARTMENT BULLETIN NO. 372 (OAS, SB)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Payments to Counties for
Institutional Care of Former
Recipients of OAS or SB

Effective October 1, 1949, the provisions of AB 1879 relating to county institutional subvention will apply. Policies and procedures based on this legislation will be released at a later date.

During the period January 1, 1949, to October 1, 1949, county institutional subvention shall be paid to the county rendering care in a county institution to former OAS and SB recipients as provided in Sections 2160.7 and 3044.1 of the Welfare and Institutions Code. The increase in the state's participation in the grant resulting from the enactment of Article XXV does not increase the subvention payment. If admission to the institution was prior to January 1, 1949, county institutional subvention shall continue to be based on the amount of the state's participation in the amount of security the person was receiving at the time of admission. If admission to the institution was on or after January 1, 1949, the subvention payment shall be computed on the basis of the maximum grant (minus income) payable prior to the enactment of Article XXV. (AGO 48/295)

Conditions

A. OAS - A claim for payment to the county for medical, hospital, or infirmary care rendered a former recipient of OAS who enters a county institution on January 1, 1949, or thereafter at county expense may be made when all the following conditions are met:

1. The individual was sixty-five years of age and was receiving security on the date of admission.
2. The individual's personal property at the time of admission did not exceed \$600 less encumbrances of record. The following personal property is not included in the \$600 limitation: life insurance in effect at least five years in an amount not exceeding \$1000, personal effects, jewelry valued under \$200, burial trust or insurance not exceeding \$500 in value.
3. Income to the recipient when admitted to the institution, as determined at the time of the last computation of the grant, is deducted from the maximum grant in effect prior to the adoption of Article XXV (i.e., \$65).

B. SB - A claim for payment to the county for medical, hospital, or infirmity care rendered a former recipient of SB who enters a county institution on January 1, 1949, or thereafter at county expense may be made when all the following conditions are met:

1. The individual did not own real and/or personal property in excess of \$3500 less encumbrances of record.
2. The individual did not own cash, securities or cash surrender value in insurance in excess of \$600 less encumbrances of record. (This \$600 is included in the \$3500 total real and/or personal property.) The following personal property is not included in the \$600 limitation: life insurance in an amount not exceeding \$1000 in effect at least five years and burial trust or burial insurance not in excess of \$500 in value.
3. Income to the recipient when admitted to the institution, as determined at the time of the last computation of the grant, is deducted from the maximum grant in effect prior to the adoption of Article XXV (i.e., \$80).

Computation of State Payment

The state's payment to the county for medical, hospital, or infirmity care rendered in a county institution shall be computed in accordance with the following:

A. Persons Admitted to County Institution Prior to January 1, 1949.

1. Subvention shall be paid for all persons continuing to receive care in a county institution for whom subvention was being paid in December 1948 and in the same amount as was paid in that month. The payment shall be equal to the state's participation in the grant the person was receiving when admitted to the institution.

Example 1. When admitted to the county institution on June 8, 1947, an OAS recipient was receiving a grant of \$55. Security was discontinued August 31, 1947. At the time of admission, participation in the \$55 payment was as follows: Federal \$25, state \$25, county \$5; county institutional subvention is therefore continuously claimed in the amount of \$25. (If this were a non-county case the state's share would be \$30 and claim for subvention would be in this amount.)

Example 2. When admitted to the county institution on September 25, 1948, an OAS recipient's grant was \$56 as the \$4 occupancy value of his home was deducted from the maximum grant of \$60. Although the maximum OAS grant was increased to \$65 effective October 1, 1948, the county institutional claim shall continue to be based on the maximum (\$60) in effect at the time of recipient's entrance into the institution. Participation in the \$56 payment was as follows: Federal \$25, state \$26.57, county \$4.43; county institutional subvention is continuously claimed, therefore, in the amount of \$26.57. (If this were a non-county case the state's share would be \$31 and the claim for subvention would be in this amount.)

2. Subvention shall be paid for persons admitted to a county institution prior to January 1, 1949, but for whom the county institutional subvention had not begun because two calendar months since the date of admission had not elapsed prior to January 1, 1949. The subvention payment

shall not exceed the amount of the state's participation in the grant the person was receiving when admitted to the institution.

Example 1. An OAS recipient was admitted to the institution on October 10, 1948. Effective October 1, 1948, the grant was increased to \$65 due to the increase in federal participation. Participation in that payment was as follows: Federal \$30, state \$30, county \$5. Beginning January 1, subvention is continuously claimed in the amount of \$30. (If this were a noncounty case the state's share would be \$35 and the claim for subvention would be in this amount.)

Example 2. A SB recipient was admitted to the institution on November 14, 1948. Effective October 1, 1948, the grant was increased to \$80 due to the increase in federal participation. Participation in that payment was as follows: Federal \$30, state \$37.50, county \$12.50. Beginning February 1, 1949, subvention is continuously claimed in the amount of \$37.50. (If this were a noncounty case the state's share would be \$50 and the claim for subvention would be in this amount.)

B. Persons Admitted to County Institution Subsequent to December 31, 1948.

Subvention shall be paid for persons admitted to a county institution on or after January 1, 1949. The subvention payment shall be computed on the basis of a maximum grant of \$65 in OAS or \$80 in SB minus the income he was receiving in the month of admission to the county institution.

Example 1. A SB recipient was admitted to a county institution on January 28, 1949. His assistance payment had been increased from \$80 to \$85 effective January 1, 1949, in accordance with the provisions of Article XXV. The county institutional subvention shall be computed on the basis of the state's participation in the amount of security to which the recipient would have been eligible under the SB law in effect prior to January 1, 1949, i.e., \$80. Participation in the \$80 grant was as follows: Federal \$30, state \$37.50, county \$12.50. Beginning April 1, 1949, subvention is continuously claimed in the amount of \$37.50.

Example 2. An OAS recipient (67 years of age) applied for assistance January 10, 1949. Personal property consisted of \$500 in cash. The recipient had income of \$12 and since his total need was \$87 security was granted in the amount of \$75 beginning March 1, 1949. The recipient was admitted to the county institution April 18, 1949. County institutional subvention may be claimed beginning July 1, 1949. In determining the amount of the subvention payment, the income (\$12) is deducted from the maximum grant of \$65 in effect prior to January 1, 1949. The county institutional subvention therefore would be based on a grant of \$53. The participation in the \$53 grant is as follows: Federal \$30, state \$19.71, county \$3.29. The amount of the subvention would be \$19.71.

County Residence

Subvention shall be claimed by the county rendering the care in its hospital or infirmary irrespective of the former recipient's residence status except when such care is being given under a contractual arrangement between two counties in which case the county paying for the care rendered shall claim.

Subvention Payments for Partial Months

There shall be no overlapping of payment to the county for institutional care and payment of security to the individual. If upon release from the county institution the former recipient is eligible for restoration, security shall be restored for the balance of the month in which he is not in the institution. When security is restored as of the date the former recipient leaves the county institution, claim for the institutional subvention shall terminate as of the preceding day.

Example: A SB recipient who was receiving a grant of \$80 in December 1948 enters the county institution in March 1949 where he remains until June 16 when he is discharged and SB is restored. The state's share of the \$80 grant was \$37.50 and the subvention claim for June is for 15 days, or 15/30 of \$37.50 which is \$18.75.

A claim for institution subvention shall be made for the full month when a former recipient for whose care subvention is paid expires before the end of the month.

Procedure for Filing Claims

Only one claim for each calendar quarter shall be filed with the SDSW, Central Office, 616 K Street, Sacramento, for each program, OAS or SB. The quarterly claim shall be submitted in duplicate and shall show the amount of subvention being claimed each month of the calendar quarter for each former recipient. The state's share of security computed in accordance with the rules outlined above is reported on Form AB 801-H, Claim for State Aid for Care of Former OAS or SB Recipients in County Institutions. The total state share for all cases is carried forward to the affidavit, Form AB 800-H, revised July 1948. (Refer to Man. Sec. 629-99, County Aid Claim Forms.)

A. Counties Administering Security Programs Under Contract with the SDSW

Counties which are administering the OAS and SB programs under contract with the SDSW should follow procedures already established in the county for the preparation of institutional subvention claims. For instance, if it has been the plan for the county welfare department to prepare the claims and send them to the auditor and board of supervisors for certification, this plan may continue; or, if the county auditor has prepared the claim on the basis of information submitted by the county welfare department, this plan may continue. In other words, no change in county procedure is necessary.

B. Counties Whose Contracts with the SDSW have been Terminated

Counties whose contracts have been terminated and are no longer administering the OAS and SB programs should secure from the appropriate SDSW district office the information necessary for the preparation of the institutional subvention claim. It shall be the county's responsibility to determine that the individual was receiving care in the county institution for the full month or portion of the month for which subvention is being claimed. The signature of the county welfare director may appear on the affidavit Form AB 800-H but is not required in those counties where the contract with the SDSW has been terminated.

C. Instructions to District Offices

District offices of the SDSW shall secure from the superintendent or other official of a county institution notifications as to the dates of admission

When a claim is received by the Department of the Interior, Bureau of Land Management, it is assigned to the District Office of the county in which the land is located. The District Office is to determine the facts of the case and to report thereon to the Bureau. The Bureau will then determine the merits of the claim and issue a decision thereon.

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INSTRUCTIONS TO DISTRICT OFFICERS

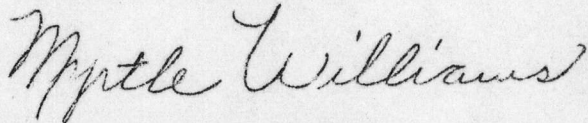
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and discharge of recipients in county institutions. When a recipient continues to receive care in a county institution beyond the two calendar months and OAS or SB is discontinued the district office shall notify the county auditor that subvention may be claimed, provided the recipient is otherwise eligible. Information to be given to the county auditor by the district office shall include: name and case number, beginning date for which subvention may be claimed, and the amount of the state's share of the grant as determined by the district office in accordance with the above regulations. The district office shall likewise notify the county auditor of the date of restoration of OAS or SB. In all instances it shall be the county's responsibility to determine that the individual was receiving care in the county institution for the full month or portion of the month for which subvention is being claimed. The district office shall send copies of all notifications to the county auditor to the SDSW Central Office.

The SDSW Central Office will make an office audit of all county institutional subvention claims prior to certification to the Controller, utilizing as a basis for this audit the information submitted by the district as described in the above paragraph as well as other information in the Central Office files.

This bulletin supercedes Manual Section 627-25, County Institutional Claim under W&IC 2160.7 and 3044.1.

Very sincerely yours,

A handwritten signature in cursive script that reads "Myrtle Williams".

MYRTLE WILLIAMS, Director
Department of Social Welfare